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**Job Description** – **Head of Year**

**To be read in conjunction with Job Description of a Classroom Teacher**

**Purpose:**

* To provide effective leadership, support and management in order to build and maintain an effective Year Team which continually enhances the quality of care, guidance and support to ensure that all students match or exceed their academic potential.
* Safeguard the Health and Safety of self and others in accordance with the Trust’s Health and Safety Policy.

**Reporting to:**

* The Assistant Head Teacher

**To co-operate with:**

* The Governing Body, making such reports as required.
* All colleagues, both teaching and support staff.
* LA, advisers.
* Unions and other organisations representing teachers and other persons on the staff.

**Disclosure:**

* Clear Enhanced DBS check

**Salary:**

* MPR/UPR

**Key tasks and responsibilities:**

* To ensure an ethos is set within the year group which values learning and respects the needs of the individual.
* To ensure good attendance, behaviour and positive attitudes to learning for students in the year group so that student achievement his high.
* To monitor student progress across subject areas and to work closely with tutors to improve student achievement.
* To use data effectively to identify students who are underachieving in the year group and create and implement effective plans of actin to support those students.
* To ensure effective communication takes place to facilitate this support, particularly between school and home.
* To ensure consistency within the year group with school policies and procedures in order to ensure expectations of students and staff are consistently high in the school.
* To create a vision, sense of purpose and pride, in the year group team.
* To be responsible for continuously improving the quality of care, guidance and support delivered by the year group team.
* To contribute to the planning and implementation of student/parent consultation meetings.
* To chair and produce agenda for effective year group meetings, ensuring minutes ae made, kept secure and communicated to others as appropriate.
* To organize and have responsibility for year group assembles.
* To keep well informed of developments and new ideas relating to academic and pastoral support.

**Staff performance management and continuing professional development:**

* Participating in the arrangements made for the appraisal of own performance and that of other staff.
* Participating in the identification of areas for own professional development.

**Develop personally and professionally though:**

* Reflection on own practice and private study.
* Participation in the Trust’s teacher appraisal programme.
* Participation in appropriate in-service education programmes.

**Communication:**

* To communicate and consult with the parents of students.
* To develop and maintain effective methods of communication with all members of the school community.
* To participate in meetings arranged for any of the purposes outlined in accordance with the calendar.
* To attend School briefings in support of effectiveness/efficiency and community development.
* To use briefings, weekly bulletin, and notice boards to share information.
* To ensure effective communication with designated staff regarding trips, visits and absence.