



DAVENANT FOUNDATION SCHOOL

JOB DESCRIPTION

Job title:	Head of Year
Responsible to:	Senior Pastoral Lead
Responsible for:	The coordination and management of a year group
Duties:	<p>The professional duties of all teachers (other than the Headteacher) are set out in the Schoolteachers' Pay and Conditions Document and these describe what is expected of all mainstream posts. In addition, this TLR post carries requirements as set out below and relate to:</p> <ol style="list-style-type: none">i. the criteria for the award of all TLR postsii. the particular duties expected of this post holder
Contact time:	36 lessons per fortnight
TLR 1D:	£10,174

Summary of Main Responsibility:

To be responsible for the welfare, appearance, conduct, pastoral care and overall progress of the year group.

TLR Responsibilities:

1. Setting and maintaining of standards
 - Working with form tutors to ensure that all pupils have correct uniform and equipment
 - Promoting high standards of attendance and punctuality
 - Promoting the school's values and linking these to positive behaviours
 - Monitoring the various data sets related to your year group, including attendance, conduct and attainment.
 - Planning, facilitating and leading on timely intervention
 - Having unapologetically high standards for all pupils in your year group and being unrelenting in reaching those standards.



2. Impact on educational progress beyond your assigned pupils
 - Support transition between Key Stages (where relevant to the post)
 - Monitor academic progress, extra-curricular involvement and behaviour across your Year Group
 - Monitor attendance and intervene with tutors, parents, etc
 - Liaise with external agencies after consultation with line manager
 - Co-ordinate specific events that promote learning across the Year Group e.g. information meetings
 - View and comment upon students' annual reports
 - Lead, or be present at, assemblies as required within the annual programme
 - Take an active interest in the meetings of the Student Year Council in order to promote PSHE and inclusion
 - Organise and promote PSHE based activities when appropriate.

3. Lead, develop and enhance the practice of others
 - Conduct learning walks and lesson observations, where required
 - Coach/mentor colleagues re. the needs of students (individually or as groups)
 - Call/use meetings to share good practice and offer support
 - Provide opportunities for those colleagues wishing to develop pastoral or other relevant skills
 - Be involved in either school-based or national CPD and disseminate this among your team.

4. Having accountability for leading and managing pupil development across the curriculum
 - Monitor the academic progress of students in the year group with particular reference to vulnerable groups and individuals
 - Work closely with the member of the SLG who has responsibility for Learning and Progress: use attainment data to support or provide necessary interventions
 - Review assessment data regularly and co-ordinate follow up activity e.g., after publication of grades/reports
 - Lead and support systems of rewards and sanctions across the year group
 - Organise events that raise the profile of the Year Group e.g., Awards Assemblies.

5. Line management for a significant number of people
 - Organise and lead tutor team meetings ensuring agendas/notes are kept and circulated
 - Visit tutor groups and give advice/feedback to tutors when necessary
 - Contribute to the school's programme of self-evaluation
 - Contribute, if asked, towards the performance review of members of the tutor team.



Main Particular Duties of This Post

- relating to those listed above

Davenant is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place, which promote safeguarding and safer working practice across the school.