



SLOUGH AND ETON CHURCH OF ENGLAND BUSINESS AND ENTERPRISE COLLEGE

Job Description

Effective Date: September 2022

1. DESCRIPTION	
1.1 Post Title:	Head of Year
Post Holder:	
1.2 MAIN PURPOSE OF JOB	<ul style="list-style-type: none">• To provide academic and pastoral care, support and guidance to the year group.• To lead and manage a team of tutors and attached staff.• To lead on, plan and deliver assemblies and collective worship within the year group.• To construct an annual year group development plan and ensure its implementation throughout the year• To undertake any reasonable role assigned by the Senior Leadership Team.
1.3 POSITION IN ORGANISATION	<p>The post holder is accountable to the Headteacher.</p> <p>Direct line management is carried out by a member of the school's SLT.</p>
<p>The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, after consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title.</p>	
1.4 MAIN ACCOUNTABILITIES	<p>Staff</p> <ul style="list-style-type: none">▪ Lead and manage a team of form tutors and chair Year Team meetings▪ Designate roles appropriately to Deputy Head of Year and Form Tutors▪ Monitor, assess and develop the role of the Deputy Head of Year▪ Monitor, assess and develop the roles of the Form Tutors▪ Update form tutors of changes to school policy▪ Ensure that Form Tutors run their tutor group sessions effectively▪ Ensure that Form Tutors are making effective use of the "Tutor First" initiative▪ Be involved in decision making and policy development across the school▪ Support the professional development of form tutors and others <p>Raising Achievement</p> <ul style="list-style-type: none">▪ Manage student review processes and procedures▪ Monitor the progress of individual students▪ Coordinate end of year reports▪ To liaise with Curriculum Leaders for individual and group issues▪ Prepare and hold year assemblies and maintain a high level of behaviour and order during them▪ Organize year presentations during assembly time▪ Take part in and organize parents' evenings

- Liaise with the casual admissions officer to ensure the smooth entry into the school of new students
- Liaise with the casual admissions officer to gather information for student transfers and placements when necessary
- Arrange and promote activities within the year group
- Liaise with SEND coordinator, Stretch and Challenge Leader and other forms of support.
- To analyse grade capture data from a year team perspective and implement strategies to improve attainment and deal with common issues
- To maintain the Year Group display board

Student Behaviour

- Use the school systems to monitor reports of student behaviour
- Monitor year group by informal and formal lesson observations and student pursuits
- Deal with incidents and situations within the year group according to the school behaviour policy
- Maintain a high standard of uniform and general presentation within the year group
- Make contact with parents to discuss student behaviour
- Liaise with outside agencies
- Meet regularly with SLT and provide information on incidents and situations causing concern within the year group
- Attend multi-agency meetings
- To ensure student achievement and student progress is celebrated regularly using displays, assemblies, tutor time, bulletins and other methods
- To arrange rewards events

Student Attendance and Punctuality

- Monitor attendance and punctuality
- Be on hand at morning and afternoon tutor periods to monitor and deal with poor punctuality
- Liaise with the School Attendance Officer and designated professionals from the LA
- Make contact with parents to discuss student attendance and punctuality
- Implement measures to improve student attendance and punctuality

Student Guidance, Monitoring and Support

- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of students and meet regularly with the safeguarding team to deal with arising issues
- Get to know all students in the year group as well as possible
- Keep in contact with parents of students in the year group
- Take steps to prevent bullying and support victims of bullying
- Using allocated non-contact time, maintain a high profile within the year group visiting lessons and being present at all major year group events
- Oversee and develop a tutor time program and monitor its implementation
- To conduct frequent learning walks, book checks and other monitoring activities and act on its findings liaising with Curriculum Leaders where necessary

1.5 SPECIFIC YEAR GROUP RESPONSIBILITIES

Year 7

- Successful transition to secondary school
- Develop secondary school maturity

Year 8

- Introduction to careers programme
- Motivation of Year group

Year 9

- Options process
- End of Key Stage 3

Year 10

- Good start to GCSE
- Falling behind too soon
- Transition from KS3 to KS4
- Early intervention of students falling behind

Year 11

- Identify and implement strategies for students who are not meeting their academic standards
- Stress Management
- Implement strategies to ensure good exam results by focused revision and motivation techniques
- Recognise NEETS
- Leaving arrangements (Assemblies/Proms)

Year 12

- Successful transition to Sixth Form
- Develop Sixth Form maturity
- Coordinate non-contact study periods
- Implement a programme of study skills

Year 13

- Identify and implement strategies for students who are not meeting their academic standards
- Stress Management
- Implement strategies to ensure good exam results by focused revision and motivation techniques
- Coordinate non-contact study periods
- Leaving arrangements (Assemblies/Proms)

GDPR

During the course of your employment you will have access to data and personal information which should be managed in accordance with the General Data Protection Regulations (GDPR).

CONFIDENTIALITY

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Slough and Eton School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

SAFEGUARDING CHILDREN

In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DofE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DofE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

HEALTH AND SAFETY

You are required to comply with the school's Health and Safety policy at all times.

Signed: Date:





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Person Specification

Head of Year

	Essential	Desirable
Qualifications <ul style="list-style-type: none"> A Degree Qualified Teacher Status, with subject specialism(s) related to the post advertised Ability to teach across the full 11-18 age and ability range 	✓ ✓ ✓	
Knowledge and Skills <ul style="list-style-type: none"> Professional knowledge and understanding of NC and GCSE requirements Ability to articulate characteristics of effective teaching and learning with evidence of good practice Good classroom management technique Knowledge and understanding of effective assessment and its contribution to learning and progression Knowledge of strategies related to key issues in education eg gender issues, equal opportunities, SEN Ability to contribute to Module Overviews/Lesson Plans Knowledge and use of ICT and e-learning Excellent time management and organisational skills Excellent interpersonal and communication skills, both written and spoken Ability to work independently and take initiative 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Experience <ul style="list-style-type: none"> A track record of success in learning and teaching, according to experience Involvement in the monitoring of progress and attainment at pupil and class level Experience in developing learning and teaching in an inclusive environment Experience in monitoring and developing the academic and personal progress of individual pupils as a tutor 	✓ ✓ ✓ ✓	
Personal Qualities <ul style="list-style-type: none"> A sense of humour A flexible and adaptable approach Commitment to raising standards A desire to continue to learn and develop within the professional role Resilience and determination to be successful Ability to work well under pressure Commitment to safeguard and promote the welfare of children and young people 	✓ ✓ ✓ ✓ ✓ ✓ ✓	