

Job Description

Post: Head of Year

Purpose

To challenge educational and social disadvantage by leading the pastoral and academic performance of a year group in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- In consultation with the Senior Leadership Team, promote the culture, mission and values of the academy.
- Oversee behaviour and attendance within the specified year group.
- Closely monitor and track behaviour and attendance data on a daily basis and provide intervention when required.
- Support and challenge students and colleagues, meet parents and liaise with external agencies.
- Ensure a strong visual presence at all times, including before school.
- Support students and staff by visiting lessons daily.
- Supervise corridors during transitions; assist with dismissals / line-up as required.
- Lead and support centralised detentions; manage restorative conversations between students and staff.
- Frequently acknowledge success in line with the academy expectations.
- Follow procedures to enable a positive outcome following a sanction.
- Ensure that homework completion is monitored accordingly.
- Oversee students on report and make contact with families when necessary.
- Plan and lead meetings and assemblies to embed a truly aspirational culture with extremely high expectations.
- Lead and manage a tutor team, including delivery of team meetings.
- Act as a role model for tutors by demonstrating high standards of pastoral care and academic monitoring of students.
- Ensure that all tutors have access to relevant materials to deliver high quality tutorial activities. Quality assure tutor times.
- Contribute to the organisation of parents' information evenings by encouraging and monitoring parent attendance to such events.
- Work in effective partnership with other HoYs in the Trust and surrounding schools.
- Work with the Senior Leadership Team to plan transition / induction events and student induction for any 'in year' admissions.
- Regularly liaise with the SENDCo.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan. Organise student appraisals each cycle.
- Attend and lead meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.