**Job Title:** Head of Year

**Location:** Gillingham School

**Reports to:** Senior Leadership Team

**Job Purpose:** To provide leadership and management for a specific year group, ensuring the well-being, academic progress, and overall development of students.

**Key Responsibilities:**

**1. Pastoral Care:**

* Ensure the well-being of students.
* Address behavioural issues and safeguarding concerns.
* Provide support and guidance to students on personal and social issues.

**2. Academic Progress:**

* Monitor and support the academic performance of students.
* Identify underperformance and implement appropriate interventions.
* Collaborate with subject teachers to support student learning.

**3. Attendance and Punctuality:**

* Monitor and improve student attendance and punctuality.
* Work with attendance officers and other staff to address attendance issues.

**4. Behaviour Management:**

* Oversee student behaviour and implement disciplinary measures.
* Promote positive behaviour and a respectful school environment.

**5. Communication with Parents:**

* Act as a key point of contact for parents.
* Keep parents informed about their child's progress and any concerns.
* Organise and attend parent meetings and consultations.

**6. Leadership and Management:**

* Lead and manage a team of form tutors, the pastoral manager and two assistant heads of year.
* Provide support, training, and development opportunities for tutors.
* Coordinate and oversee the delivery of tutor time activities.

**7. Assemblies and Tutor Time:**

* Organise and oversee the content and delivery of year group assemblies.
* Plan and implement tutor time activities that support student development.

Heads of Year should lead the ongoing and systematic quality assurance of these key areas of responsibility.

**Qualifications and Experience:**

* Qualified Teacher Status (QTS).
* Experience in a pastoral or leadership role within a secondary school.
* Strong understanding of safeguarding and child protection policies.
* Excellent communication and interpersonal skills.

**Personal Attributes:**

* Empathetic and approachable.
* Strong leadership and organisational skills.
* Ability to work collaboratively with staff, students, and parents.
* Commitment to the academic and personal development of students.