

## Job description

<b>Job title:</b>	Head of Year
<b>Grade:</b>	MPS Range + TLR 2b
<b>Hours/Weeks:</b>	Full-time
<b>Contract type:</b>	Permanent
<b>Start date:</b>	1 <sup>st</sup> September 2024
<b>Reports to:</b>	Headteacher

### Job purpose

- To provide professional leadership, direction and management for your pastoral year area in order to secure high quality teaching and tutoring and the effective use of procedures for improving standards of learning, behaviour and achievement for all pupils.

### Main areas of responsibility

- To lead both the team of tutors and cohort of students. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them
- To monitor the quality of learning experienced by the year group, liaising with heads of departments and offering support and guidance where necessary
- To promote the character values of the school through leading high-quality assemblies.

### The particular duties of this post:

- To monitor the academic progress of the year group in order to secure and sustain effective learning
- To use assessment data such as ATLs and behaviour data from Arbor, to inform an analysis of individual student progress and collective progress across each tutor group and the year group as a whole
- To have an overview of the range of barriers to learning that impacting on student progress, with reference to behaviour for learning, in and out of the classroom
- To use all of the above to identify underachievement with a view to establishing and coordinating improvement strategies in conjunction with teachers and Heads of Department
- To monitor the effectiveness of these interventions and report to SLT termly on the progress being made by students in the year group
- To liaise with key staff, including the SENCO, regarding all groups of students' achievements in the year group
- To investigate behaviour events and, following the behaviour for learning policy, ensure appropriate consequences are applied
- To be a member of the Safeguarding team (following Level 3 training).

### Leadership and strategy

- To act as a role model for tutors by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development and professional presence in the year team
- To lead and manage a team of tutors and maintain regular formal and informal contact with tutors
- To ensure all tutors understand, and are actively implementing the key aspects of the school's policies including those for behaviour, attendance, uniform and safeguarding
- To set the agenda for tutor meetings
- To make a significant contribution to the induction of tutors
- To have an overview of all the different care and guidance for students', SENCO, teaching assistants, CIN, TAFs, CAMHS and other external agencies etc
- To develop effective ASP and PSP plans for students to help support behaviour for learning
- To provide a link for parents, tutors, SENCO, teachers, Heads of Department, SLT and external agencies
- To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their children
- To contribute to the organisation of any parent information evenings by encouraging and monitoring parent attendance to such events
- To monitor student attendance and punctuality on a weekly basis and to take all the appropriate steps to ensure that attendance and punctuality of students in the year group are at the highest levels. To liaise with the Attendance Officer in this respect.
- To monitor student behaviour, attendance and achievement using Arbor and, in consultation with key staff, decide on appropriate consequences, interventions and rewards
- To play the leading role in the consequences for students referring situations to the appropriate member of SLT when appropriate
- To liaise with NHESC and where appropriate complete referrals for students that require additional support

### Management and resources

- To organise and, through a team of tutors, implement a framework for daily tutorial activities
- To ensure that all tutors have access to relevant materials in order to deliver high quality tutorial activities
- To maintain individual student records on Arbor as necessary and ensure that they are kept up to date
- To oversee 'in year' admissions for new students. This will include liaising with the member of staff responsible for admissions, meeting potential students and parents and in conjunction with key staff organising timetables and setting
- To monitor the settling in of new students
- To work with form tutors to ensure appropriate follow-up to reporting procedures and to play an important part in the evaluation of reporting procedures
- To have an involvement in policy development and decision making across the school.

### Updating

The job description will be reviewed and updated periodically to ensure that it reflects accurately the nature of the role in context of in-school and other developments. The process may be initiated by the Headteacher or the postholder. It will always be the aim to reach agreement on reasonable changes but, if agreement is not possible, the Local Governing Body (represented by the Headteacher) reserves the right to make changes following consultation.