

Head of Year Job Description

<p>Purpose:</p>	<ul style="list-style-type: none"> • To provide leadership and direction for the year team and ensure that it is managed and organised to meet the aims and objectives of the school and the pastoral system. • To raise standards in their year group so that all students make expected or better progress in all subjects. • To promote positive relationships and work within a restorative framework. • To close the gap between PP and non PP, SEN and non SEN and boys versus girls. • To identify key cohorts who are not on track, put strategies in place to ensure those students are effectively supported. • To promote and celebrate excellent behaviour and rewards. To ensure behaviour management is consistent throughout the year group. • To quality assure all aspects of the year group to improve personal development, behaviour and welfare. • To develop stakeholder voice to support quality assurance in all areas. • To create a community which inspires independent, resilient learners to improve their learning habits. • To improve year group punctuality to school target. • To improve attendance so that it is above national average. • To significantly reduce the number of PA students. • To develop distributed leadership with a focus on year group committees. • To ensure year group ethos and values are fully embedded and support the British values agenda. • To work with the year team to confidently protect students from radicalisation and extremism. • To develop and fully implement the extended provision programme.
<p>Reporting to:</p>	<p>Deputy Headteacher (Behaviour & Attitudes)</p>
<p>Responsible for:</p>	<p>Year Manager, Pastoral Support Worker and Form Tutors</p>
<p>Liaising with:</p>	<p>Senior Leadership Team, other Heads of Year, student support colleagues and relevant staff with whole responsibilities, other relevant support staff, LEA staff, parents etc.</p>
<p>Working time:</p>	<p>195 days per year. Full-time</p>
<p>Salary:</p>	<p>MPS/UPS</p>
<p>TLR:</p>	<p>2c £8,278</p>

Main (core) duties

Strategic direction and development of the year / team group

- To line manage the Year Managers and tutors to ensure that the work in the year group fully reflects the school's ethos and mission for excellence
- To lead the day-to-day management, control and operation of the year team including effective deployment of staff and physical resources.
- To implement school policies and procedures, e.g. equal opportunities, health and safety, Behaviour Policy, SEN, ICT, ARR etc.
- To analyse year group attendance and punctuality data on a regular basis and ensure follow up procedures and intervention are put in place and impact is measured.
- To ensure action is taken with attendance that falls below 96% and that impact is measured.
- To analyse behaviour data on a weekly basis and put actions in place to ensure improvement and measure impact.
- To work with colleagues and other relevant agencies to identify barriers to learning and negotiate and implement behaviour improvement plans and other strategies to overcome them and measure impact.
- To prepare reports for the DHT meetings and other agencies as and when appropriate.
- To prepare an annual strategic improvement plan for the year group which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To ensure the effective implementation of the monitoring systems within the year team and produce reports that celebrate good practice, informs future practice and improvement and measures impact.
- To contribute to the school procedures for school quality assurance.
- To lead and manage the year team to ensure that planned activities reflect the needs of students and the aims and objectives of the school.
- To use data on student performance to inform policy and practice, target setting, identify underachieving students, implement targeted intervention and monitor the effectiveness of the support.
- To communicate with parents on a daily / weekly basis as well as at parents' evenings as appropriate.
- To represent the year team in all matters concerning the year group within the school.
- To ensure that health and safety policies and practices, including risk assessments, throughout the year team are in line with national requirements and are updated where necessary.

<p>Teaching and learning</p>	<ul style="list-style-type: none"> • To ensure the provision of a learning support within the pastoral system that enables continuity and progression for all students including those with high ability and special educational needs. • To provide guidance to form tutors on the choice of appropriate support methods to meet the needs of the pastoral system and of different students. • To ensure effective development of students' knowledge of school rules and ensure effective compliance with uniform, manners, learning and equipment. • To establish and implement clear policies and practices, in line with school policy, for assessing, recording and reporting on pupil progress, and to use this information to recognise achievement and assist students in setting targets for further improvement. • To ensure that form tutors are aware of their contribution to students' understanding of the duties, opportunities, responsibilities and British values. • To encourage and monitor engagement activities related to the year group. • To support the ethos of the school for daily reflection and statutory worship. • To support the school by taking assemblies with appropriate themes and ensuring a spirit of celebration of success. • To play a major role in ensuring that whole school celebrations occur and are organised efficiently. • To monitor attendance and liaise with parents and other agencies to ensure that attendance of individuals is maximised. • To develop effective links with the local community, including primary feeder schools, higher education links, business and industry, in order to develop students' wider understanding. • To ensure a high quality learning experience for all students with a focus on extended provision. • To support the year committee to further enhance student contributions to school life. • To ensure the Year team makes an effective contribution to the social, moral, spiritual and cultural development of staff and students. • To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour and standards of work.
<p>Leading and managing staff</p>	<ul style="list-style-type: none"> • To establish clear expectations and constructive working relationships among staff involved with the year group through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate. • To be responsible for the day-to-day management of staff within the year team and act as a positive role model. • To coach members of staff in order to develop pastoral expertise within the year team and to enable tutors to achieve expertise in their pastoral roles. • To evaluate practice, appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness, audit training needs of pastoral staff. • To work with the SENDCo and any other staff within the Inclusion team, to ensure that work is matched to individual student's needs. • To make appropriate arrangements for tutor groups when staff are absent, ensuring appropriate cover within the year team.

<p>Efficient and effective deployment of staff and resources</p>	<ul style="list-style-type: none"> • To allocate available pastoral resources with maximum efficiency to meet the objectives of the school and pastoral plans. • To advise the Assistant Headteacher on the deployment of staff involved in the tutor sessions to ensure the best use of experience and other expertise. • To maintain existing resources and exploring opportunities to develop or incorporate new resources into the pastoral programme. • To ensure that there is a welcoming, safe working and learning environment in which risks are properly assessed.
<p>Pastoral system</p>	<ul style="list-style-type: none"> • To promote the development of SMSC and British values for individual students and the year group as a whole. • To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To monitor and support the overall progress and development of students within the year group. • To ensure the behaviour management system is implemented within the year so that effective learning support can take place. • To promote the general progress and well-being of individual students within the year group. • To liaise with other Heads of Year to ensure the implementation of the school's pastoral system and encourage consistency. • To evaluate and monitor the progress of students and keep up-to-date student records as may be required. • To contribute to the preparation of student pastoral files and other reports. • To alert appropriate staff to problems experienced by students. • To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
<p>Other specific duties</p>	
<ul style="list-style-type: none"> • To actively promote the school's safeguarding policies and procedures. • To play a full part in the life of the school community, to support the school's ethos of welcome and care and to encourage staff and students to follow this example. • To actively promote the school's policies and procedures. • To continue personal development as agreed. • To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate. • To undertake any other duty as specified by STPCB not mentioned in the above. 	
<p>Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service check.</p> <p>Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<p>This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	