

JOB DESCRIPTION



School: Reading Girls' School	
Job Title: Head of Year	
Contracted hours: 37 hours/week	Term Time Only, plus Inset days

JOB PURPOSE

The role of the head of year is much more than administering matters of attendance and behaviour. Significantly, our vision aligns with Maslow's theory of hierarchy of needs. At Reading Girls' school, our ambition is that the Head of Year develops an identity and a sense of belonging both within a year group and across the school. Once achieved, the role of the head of year is to expose pupils to every opportunity that will help them to establish their own identity and a sense of direction for who they want to be.

PRINCIPAL RESPONSIBILITIES

Key Liaisons

1. *Subject Leaders* – Providing departments with support in relation to year group. Working together for all subject events.
2. *Careers* – Collaborating with Careers lead to book and facilitate age appropriate careers input.
3. *Attendance Team* – Daily communication and data analysis to identify trends and possible PA issues. Promotion of attendance leagues.
4. *Quality of Education Team* – Ensuring clear sharing of information regarding student needs are being met in classroom. Monitoring feedback from teachers regarding attitudes to learning with associated actions.
5. *External Agencies* – Working together to support students in school. Attending meetings where necessary.
6. *Parents* – Working together to support students in school. To be the line of communication for parents.
7. *Student Leadership (Lead Teacher)* – Monitor SSLT HOY related projects and ensure actions are completed to a high standard.

Key Accountabilities

“Sense of identity and belonging”

- To promote and instill in the Year Group the school culture and expectations
- To lead a year group in leading intra-year group competitions, challenges etc.
- In consultation with the year group, identify a named charity that becomes a focal point for the Year group
- In collaboration with other heads of year, develop a quality, whole school reward system

“Future Pathways/ Careers”

- To work closely with the careers officer in identifying age appropriate opportunities that inspire pupils to think about their future career, beyond school.
- To take an active part in the options process, ensuring that students are fully informed about choices and impacts of future life.
- Create and/or identify leadership activities and opportunities to develop pupils' independence
- In collaboration with all heads of year develop a Reading Girls' School Alumni programme.

“Behaviour, Safety and attendance”

- Creatively lead manage and promote a culture of positive attitudes towards behaviour and attendance.
- Alongside the Safeguarding officer, represent the school in collaboration with external agencies on matters of behaviour, attendance and safety
- In collaboration with the other heads of year, create, develop and implement effective strategies to address incidents of behaviour and attendance that are not in line with school expectations

- Have a high presence around the school at all times

NOTE: The responsibilities outlined above do not form an exhaustive list and may be subject to modification at any time at the reasonable discretion of the Principal in consultation with the post holder.