



## **Job Description**

### **Head of Year**

**Responsible to:** Assistant Headteacher  
**Salary Grade:** Main/Upper Pay Scale + TLR2a  
**Full time/Part time:** Full time

### **Job Purpose**

To be responsible for the social, academic and educational welfare of students in their year group, complementary to the whole school & college ethos. Integral to this position is the management of the form tutors attached to the Year group, ensuring the implementation of the pastoral programme through good working practice.

### **Key Responsibilities**

#### **Teaching and Learning**

- To promote the ethos of the school through leading high quality assemblies and modelling the behaviour we expect to see from members of our school community
- To lead a team of tutors and cohort of students, giving a clear vision and direction to work
- Creating a team ethos amongst colleagues assigned to the Year group, involving them in the planning and organisation of Year events.
- To have an overview of the range of barriers to learning that impact on student progress, with reference to behaviour for learning, in and out of the classroom
- To set the agenda for tutor meetings and lead those meetings with clear direction
- To have an overview of all the different care and guidance available to students e.g. learning mentors, SENDCo, external agencies
- To provide a link for parents, tutors, SENDCo, teachers, SLT and external agencies
- To initiate and respond to communications with parents and carers, ensuring that they are kept fully informed and involved in the progress of their children
- To monitor attendance and punctuality on a weekly basis and take steps to ensure that these are maintained at the highest levels, liaising with partners as appropriate
- To monitor student behaviour, attendance and achievement and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards
- To contribute to the management of key school events e.g. transition, induction, options
- To raise the standards of student attainment and achievement within the year group establishing high standards.
- To monitor and be accountable for the outcomes of each student's learning within the year group.
- To use available data to identify students in the year group who are underachieving and implement and monitor the impact of measures to address this.
- To liaise with Heads of Faculty regarding curriculum delivery and the effective grouping of students.
- To provide support to all form tutors in promoting good practice with regard to behaviour, safety, attendance and students' personal development in the Year
- To liaise with the Assistant Headteacher responsible for attendance and other agencies as appropriate.
- To be responsible for the year panel sheet and presenting possible support strategies for individual students to the Assistant Headteacher in the fortnightly year panel meeting.



- To produce agendas for team meetings, if required, chair the meetings if required and ensure Minutes are prepared and circulated
- Investigate incidents fully, gather relevant information, advise and negotiate as necessary and resolve as appropriate.

### **Student Development**

- To create and promote a positive ethos within the year group; promoting the school vision and values.
- To monitor and support the behaviour of members of the year group and use available data to intervene as necessary.

### **Leadership and Management of Staff**

- To lead and manage a team of tutors and be responsible for organising and monitoring the work of the tutor team.
- To work closely with the Year Manager, providing guidance and management of their workload.
- To provide support and assistance to new form tutors and help prepare documents as appropriate.

### **Other Duties**

- To liaise with Assistant Headteacher responsible for attendance and to monitor the attendance and punctuality of students in the year group.
- To ensure the smooth transition of new entrants into the year group.
- To communicate with parents regarding the progress of students in the year group.
- To work with the designated Assistant Headteacher in ensuring high attendance at parents' evenings, open days, induction days and to actively encourage a genuine partnership with parents.
- To lead the year team in celebrating successes of members of the year group and monitor the use of the Rewards System.
- To lead year team meetings and professional development sessions.
- Drawing up/implementing a programme of assemblies and events to promote community cohesion and year identity.

### **Health and Safety**

- To ensure the health and safety of staff and students while in your area.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Area Manager to carry out appropriate duties within the context of the job, skills and grade.



## **Safeguarding**

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

## **Professional Standards**

- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
- To be friendly, helpful and welcoming to parents/carers and others visiting or making contact with the school.
- To provide a good role model for students and staff.
- To support and uphold the aims, values and ethos of the school.
- To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect.
- To maintain an appropriate and professional distance with students in more informal situations.
- Use the school's positive behaviour policy to deal with student behaviour in a manner which is appropriate to the context.
- To celebrate and praise the achievements of staff and students.
- To deal with students in a manner which conveys mutual respect.
- Not to behave towards students in a manner which is aggressive, intimidating or demeaning in any way.
- Be smartly and professionally dressed.
- To continue personal development as agreed at performance review meetings.
- To engage actively in the performance review process
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To comply with safeguarding policies at all times.
- To show a record of excellent attendance and punctuality.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post-holder to undertake this new/varied work.



## **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Principal/Head of School to carry out appropriate duties within the context of the job, skills and grade

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The post-holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.

**GREATER THAN THE SUM OF ITS PARTS**