# JOB DESCRIPTION

JOB TITLE:Head of Year

RESPONSIBLE TO: Assistant Headteacher

RESPONSIBLE FOR: All form tutors and other staff attached to the Year, including the line management of Year Manager.

**DUTIES:**

The Conditions of Employment for School Teachers (Sch 3) specify the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

**PARTICULAR DUTIES:**

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

**ALLOWANCE ATTACHED TO THE POST AND PARTICULAR DUTIES:**

TLR2a

**MAIN ACTIVITIES ATTRIBUTABLE TO PARTICULAR DUTIES:**

1. To play a vital role in the effectiveness and success of the Year group and School.
2. Ensure the SEMH, safeguarding and well-being provision of the Year group.
3. Work with the Year Manager and team of tutors in the care, welfare and academic progress of the Year group.
4. To lead the provision of effective support in building and maintaining an effective pastoral team which continually enhances the quality of pastoral care within the year.
5. To promote positive behaviour by reinforcing the Schools’ Behaviour for Learning Policy, liaising with colleagues as necessary and offering support as required.
6. To promote the importance of high attendance for all students within the year group and to track attendance across the year group.
7. To ensure safeguarding procedures are strictly followed.
8. To implement effective measures to promote discipline and good behaviour.
9. Drawing up/implementing a programme of assemblies and events to promote community cohesion and Year identity.
10. 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.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher. This job description does not form part of any Contract of Employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.