

**Job Description**

JOB TITLE: Head of Year - Raising Standards Leader - Year 7 & Primary Transition

SALARY: MPS and TLR2b £5,642

ACCOUNTABLE TO: Assistant Headteacher

LEADERSHIP GROUP: You will be an active member of the Wider Leadership Team

KEY ACCOUNTABILITIES AS A CLASSROOM TEACHER

These are set out in the School Teachers’ Pay and Conditions Document.

JOB PURPOSE: The role of the successful applicant will encompass the following areas, however the specific nature and balance of these responsibilities will vary according to the strengths of the successful applicant and how these complement the Raising Standards Team overall.

Raising Standards Leader - Main Purpose:

* To ensure that pastoral provision and academic intervention supports all pupils to achieve.
* To be responsible to the Assistant Headteacher for the promotion of academic achievement in the Year Group, in line with the aims of the school.
* To work closely with the SLT and HoDs to ensure all students have the opportunity to develop their full potential.
* To build and maintain good relationships with parents and with the local community.
* To support an effective Year 6 – Year 7 transition process and mid-year induction for new pupils and parents, and communicate clearly the vision of Abbeyfield.
* Feedback on the academic progress, or specific groups within the Year Group, on the Wider Leadership Team and report to Senior Leadership Team as necessary.
* To oversee aspects of discipline and development within the Year Group.
* To know all pupils in the Year Group as well as possible, to monitor their progress and to become accepted as a person to whom they can turn for guidance in addition to their tutor.

Responsibilities:

* To work as part of the Middle Leadership of the school, attending support and guidance meetings, RSL meetings.
* To liaise with the Assistant Headteacher for the induction and correct placement of new pupils.
* To support the team of tutors, providing direction and guidance to ensure the efficient implementation of school policies and a constructive use of the registration/tutor time.
* To maintain an overview of the curriculum as it is experienced by students and to advise Heads of Department and Senior Staff of potential areas of difficulties and cross-curricular links.
* To hold regular meetings with the Year Group tutor team.
* To oversee the attendance and punctuality of pupils in the Year Group.
* To keep the Assistant Headteacher well informed of progress/problems in the Year Groups.
* To prepare reports and references on students as needed.
* To liaise with parents to ensure they are kept well informed of their child's progress or problems.

# Key Tasks:

* Teaching within the appropriate Department.
* Work closely with feeder primary schools to establish a smooth transition process
* Contact with Attendance Officer/Education Welfare Officer, in conjunction with the Pastoral Leader and Assistant Headteacher.
* Maintaining contacts with parents as appropriate.
* Disseminating information on pupils to relevant staff.
* Maintaining appropriate written records on pupils.
* Producing written reports on pupils.
* Supervising detentions.
* Undertake break and lunchtime duties on a rota basis

To carry out any other duties as required by the Headteacher.

**Specific Year Group responsibilities:**

**Year 7 – Primary Liaison & KS2 – 3 Transition**

* Overview of pastoral and academic progress
* Tutor programme, Quality Assurance and Management
* Learner Conferences, Internal Team Around the Child (ITAC) meetings, Academic Mentoring & Pupils Pursuits
* Data analysis – progress
* Assemblies
* Organise and lead Year 5 Taster experiences
* Summer School
* Year 7 Team Building Trip

To carry out any other duties as required by the Assistant Headteacher

***This job description will be updated on a regular basis in consultation with the post holder.***

***The above information is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in the job description.***