



HEAD OF YEAR
JOB DESCRIPTION
TLR 2d (£7,017pa currently)

The post holder will carry out the duties as described in the job description for a teacher. In addition he/she will be a role model of good practice.

To play a full part in the life of the school community, to lead and develop its distinctive mission and ethos; to encourage staff and students to follow this example.

Purpose of Post	<ul style="list-style-type: none">▪ To lead a Year Group providing clear direction and a sense of purpose and leading and developing the aims and ethos of the school.▪ To take responsibility for student progress and welfare for a year group.▪ To lead the implementation of, and contribute to the development of school policies linked to safeguarding and child protection, progress, achievement, attendance, behaviour and rewards with a year group.▪ To co-ordinate and manage a year team including an Assistant Head of Year, Form Tutors and attached tutors, leading this team with clear aims and direction.▪ To contribute to the quality of whole school pastoral care through membership of the Student Support Team.
Reporting to	Designated member of Leadership Team.
Liaising with	Leadership Team, teaching/support staff, LA representatives, Trustees, external agencies and parents.
Grade	TLR 2d (£7,017pa currently)
Student welfare, attendance, behaviour and safety	<ul style="list-style-type: none">▪ To deliver Assemblies that contribute to and uphold the aims and ethos of the school.▪ To promote and cultivate in a year group the culture of excellence and high expectations and aspirations.▪ To participate in induction programmes for new students as required and closely monitor and review the progress of mid-phase new starters.▪ To ensure that the school's safeguarding and child protection policies are strictly adhered to by the tutor team and liaise closely with school CPLOs on individual areas of concern.

- To lead on the implementation of the school's attendance policy and procedures across the year group, promote good attendance and punctuality and liaise with tutors, parents, Student Support team, Leadership Team and external agencies to intervene and secure improvements with individual students.
- With an Assistant Head of Year, to monitor the well-being and progress of students from defined groups (such as those identified in Pupil Premium funding, Gifted and Talented, ethnic minorities, Forces children, Travellers etc.) and take any action required to ensure equality of opportunity and support for those disadvantaged in any way.
- To liaise with other colleagues and outside agencies as appropriate to monitor and support the learning of students' with special educational needs.
- To ensure that the school's Behaviour Policy is applied consistently and fairly across the year team and that the policy and procedures are adhered to. To work with students, parents, the Student Support team and Learning Support team and LMT as appropriate to monitor and review behaviour, set up Individual Behaviour Plans and Pastoral Support Plans and keep records of such information.
- To ensure that the school's Rewards and Achievement policy is applied consistently and fairly across the Year Team. To lead end of term Celebration Assemblies.

Student Progress

- To monitor and support the overall progress and development of students within the year group and liaise with other teachers and support staff to plan and implement interventions as required.
- With an Assistant Head of Year, to monitor the progress of students from defined groups (such as those identified in Pupil Premium funding, Gifted and Talented, FSM6, Forces children, LAC, Travellers, EAL, etc.) and take any action required to ensure equality of opportunity and support for those disadvantaged in any way.
- To ensure data analysis, assessment procedures and records are in place to accurately monitor and report on student progress (in line with school policy).
- To contribute to the formulation of EHCPs
- To ensure all students within the Year Group are prepared properly for internal assessments and external examinations.

Leadership and Management: Staff Development

- To monitor, e.g. through lesson observation and moderation, the work of members of the tutor team and to ensure consistency and high standards.
- To support the professional development of colleagues in the year team, identifying and supporting opportunities for their development. To contribute to the Performance Management of colleagues within the Year Team and to assist the Head in carrying out Threshold and UPS

judgements. To support staff having difficulties and to take action, with link LMT member in support as required.

- To ensure new members of staff linked to the Year Team are inducted effectively and that NQTs are mentored, supported and monitored through their first year as attached tutors or tutors.
- To ensure that regular meetings and general communications within the Year Team contribute to consistency of messages and practice.
- To participate in whole school training and relevant CPD provided by External Agencies or the school; to share good practice.
- To participate and share training and good practice across schools and external agencies.

**Staff
Recruitment
and
Deployment**

- To contribute to the selection and appointment of new Assistant Heads of Year.
- To ensure that staff, including attached tutors within the year team are deployed efficiently and effectively, and to provide induction and training as appropriate.
- To advise and liaise with the Headteacher and LMT on staffing needs and professional development requirements.

**Monitoring,
Quality
Assurance**

- To ensure the effective operation of quality control systems.
- To assist in the process of the setting of targets within the Year Team and to work towards their achievement.
- To help to establish common standards of practice within the year team and develop the effectiveness of tutorial work.
- To contribute to the school procedures for tutor observation.
- To implement school quality procedures and to ensure adherence to those within the year team.
- To seek/implement modification and improvement where required

**Management
Information**

- To ensure the maintenance of accurate and up-to-date information concerning the relevant year group on the management information system.
- To assist in the use of analysis and evaluation of performance data about the year group.
- To help to produce reports as part of quality assurance.

- To assist in the production of reports on behaviour, exclusions and attendance.

Communications

- To ensure the work and achievements of the Year Team are shared with all school stakeholders.
- To liaise with parents as required, support members of the team where issues are unresolved and keep parents informed of student progress and relevant action to deal with problems or underachievement. To lead and contribute to Parents' evenings, meetings and workshops.
- To liaise with other colleagues, Trustees, external agencies, inspectors etc. as appropriate, and provide written or verbal reports as requested by the Headteacher or member of LMT.
- To review the success and achievements of the Year Team annually, creating a development/improvement plan and to keep LMT informed of progress through meetings with linked member of LMT.
- To contribute to whole school recruitment and marketing, for example by providing a positive experience of the school on Open Evening and information for parents, e.g. about specific matters affecting the year group.
- To liaise with colleagues in feeder schools, post-16 institutions and other schools in order to enhance the welfare of students, students' progress and staff development. To develop joint projects and activities.

Administration

- To maintain Year Team resources, equipment and tutor areas to as high a standard as finances and basic fabric will allow and in accordance with Health and Safety requirements.
- To maintain clear financial records and use the financial resources of the Year Team to develop effective outcomes for students.

General

- To play an important role in reviewing and contributing to the School Improvement Plan annually, and the School Self-Evaluation document.
- To comply with any reasonable request from a senior leader to undertake work of a similar level that is not specified in this job description.

(Feb 2021)