



Stepney All Saints School

We Learn Together | We Pray Together | We Achieve Together

Headteacher: Mr P Woods

HEAD OF YEAR JOB DESCRIPTION

Contract type: Permanent, Full Time

Reporting to: Assistant Headteacher

Main purpose

- Each HOY is responsible for developing the full academic attainment and progress of one of the year groups in the school. This includes the social, the cultural, the moral and the spiritual development of the pupils in their cohort, as well as high academic achievement.

Key responsibilities

- To monitor the academic achievement of students in their year, on a regular basis, in order to ensure that all targets for individual students, groups of students and the whole year cohort are met.
- To coordinate with Heads of Department and the school Curriculum Managers planned activities and intervention strategies to raise levels of attainment.
- To monitor homework and the use of the school Planner.
- To promote the highest standards of behaviour, attendance and punctuality, in line with all relevant school polices, ensuring that all students are properly dressed in full uniform.
- To make and implement the necessary arrangements, as they relate to the year cohort, for Academic Review Days and Parents' Evenings
- To read the school reports of members of their year, adding the Head of Year's comment and preparing the reports for presentation to the designated member of the Senior Leadership Team.
- To maintain educational records and undertake the writing of references, if required, for members of their year group. To prepare documents for exclusions and to attend meetings of Governors' Pupil Discipline Committee when required.
- To contact and interview parents as necessary, informing them and advising them on matters relating to their child's general achievement, behaviour and pastoral progress in the school.
- To contact and maintain liaison with various outside agencies when special educational and welfare needs of students arise, attending case conferences when these are convened.
- To notify the staff concerned of any circumstances which necessitate the special treatment of individual children.
- To organise year assemblies, tutorial programmes and foster the social life of the year by encouraging year activities.
- To work closely with the school's enrichment coordinator to ensure as many students as possible participate in enrichment activities.



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- To attend meetings with the Headteacher as required, and at meetings with professionals such as the Educational Psychologists, Education Social Worker as arranged.
- To promote the welfare and professional development of their tutor team in liaison with the deputy head responsible for CPD.

Equal opportunities statement

Adhere to the School's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

Child protection

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

Commensurate statement

Undertake any other reasonable duties commensurate with the role as determined by the Headteacher/Manager.

This job description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time involving appropriate consultation with the postholder.

Signed

 Postholder (PRINT NAME & SIGN)

Date

Signed

 Headteacher

Date
