



JOB DESCRIPTION



Head of Year

TLR 2c

Reporting to Senior Leadership Team

In addition to the roles and responsibilities contained in the Teachers Pay and Conditions document:

Purpose of Role:

The Head of Year is responsible to the Senior Leadership Team for the welfare, discipline, social and academic progress of their allocated group of students. The postholder will lead, develop and direct the work of their team to secure positive attendance, attitudes and well-being to support the learning and attainment of those students.

Main areas of responsibility and accountability include:

- To lead and manage the work of the year group tutors in promoting the best possible standards of learning, effort and achievement in students
- To monitor the progress of students with a commitment to raising standards as they move through a Key Stage
- To develop and enhance the teaching practice of tutors and to be a role model in this respect
- Feedback and co-ordination of written reports on individual students.
- The promotion and oversight of attendance, registers, absences, truancy and punctuality in co-operation with Form Tutors and the Educational Welfare Officer, and with the assistance of SIMS statistics re attendance and punctuality.
- Secure partnerships with parents, carers, staff and outside agencies in co-operation with the Vice Principal in raising attainment and improving well-being. Also to feedback information from assessment, reports and communications to relevant staff.
- The oversight and organisation of team assemblies to promote the positive ethos of the Academy and to raise student aspirations.
- Responsibility for the oversight of form rooms, lockers, noticeboards etc, in co-operation with Heads of Faculty.
- In co-operation with members of the Senior Leadership Team and other relevant staff, responsibility for the following, as and when appropriate for their team of students:
 - Undertake preparatory work for the Year 7 intake and the induction of new students.
 - Manage the use of student data within the academic review cycle.
 - Liaise with other staff to share and collaborate in approaches that will support success in their area for students.
- Manage the rewards budget in line with the behaviour and rewards policy.
- Ensure high standards of behaviour, leading the implementation of policies and their review.

This appointment is subject to the current conditions of employment contained in the School Teachers' Pay & Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the Academy's articles of governance.

This job description may be amended at any time following discussion between the Head of School and the member of staff, and will be reviewed annually.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and to provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All job descriptions are current at the date shown but following consultation with you may be changed by the Leadership Group to reflect or anticipate changes in the job and to meet the needs of the Academy.