



### **JOB DESCRIPTION – Head of Year**

Job title	Head of Year
Grade/Salary	MPS/UPS
Responsible to:	Deputy Headteacher
Responsible for:	The pastoral care of a year group
Effective from:	September 2025

#### **Studley High School Aims & Values:**

Studley High School, Warwickshire; a comprehensive school where students of all abilities can develop and thrive as individuals and as part of a community. We encourage all students to understand that belief in oneself, when combined with integrity and 'doing the right things in the right way' will lead to success.

We promote excellence in all that we do so that everyone at Studley High School can support the school aims in:

- Promoting high expectations of all
- Encouraging mutual respect, support and trust so that all can achieve their best
- Maintaining a place where honesty, openness and fairness lead to outstanding relationships
- Developing high levels of self esteem
- Ensuring belief, self-confidence and resilience is celebrated in our students
- Always aiming higher and being ambitious for the future
- Promoting high levels of wellbeing for all
- Developing curious citizens who can communicate effectively and embrace technology
- Demonstrating the Studley Values in their day-to-day experience

It is paramount to the success of students that they are prepared fully for the challenges and opportunities that await them as they move on to post 16 life. We work hard to equip students with the skills and character attributes to thrive and make positive contributions to society. In a world where technology and social dynamics are ever evolving we are committed to preparing students to embrace and adapt to change.

Our values:

**Adaptable | Aspirational | Charitable | Creative | Independent | Mature | Resilient | Selfless**

#### **General responsibilities and duties:**

- To carry out the professional duties as reasonably requested by the Headteacher.
- To be a consistently 'good' and often 'outstanding' teacher who meets the relevant set of personal professional standards for the specific pay phase, and takes responsibility for personal professional development.
- To act as a role-model for students and other members of staff and represent the school in a manner consistent with its ethos and values.
- To ensure that all work with students underpins and promotes the school's ethos and values as reflected in the School's Aims & Values.



- To promote and safeguard the welfare of all students at Studley High School, Shires Multi Academy Trust.

**Teaching:**

- To incorporate the science of learning in teaching.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

**Operational/strategic planning:**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- To contribute to the Curriculum Area and department's development plan and its implementation.
- To plan and prepare courses and lessons
- To contribute to the whole school's planning activities.

**Curriculum provision:**

- To assist the Head of Department, the Assistant Headteacher Teaching & Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
- Regular involvement in and organisation of wider school activities, including extra-curricular activities.

**Curriculum development:**

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and Strategic Objectives.



### Head of Year:

- To provide high quality pastoral leadership and management of a Year Group to support high standards of behaviour, learning and achievement for all students, fostering a culture of Aspiration, Creativity and Character.
- To assist the Headteacher, Deputy Headteacher and Senior Leadership Team in the operational management of the school.
- To support the work of the DSLs in safeguarding.
- Lead on the implementation of the school's behaviour management system, tracking and monitoring the conduct of students within a Year Group and taking considered and appropriate action to address and prevent poor behaviour.
- Use data effectively to track and monitor the academic progress of students within the Year Group and work with Subject Leaders and Tutors to address underachievement and drive outstanding outcomes.
- Support the SENDCO and senior leader (disadvantaged students lead) to ensure that support for SEND and EAL students is effective and appropriate, driving student progress.
- Lead tutors in the development and delivery of a high-quality tutor time programme
- Ensure that accurate records of attendance and punctuality are kept by all tutors in the team and clear strategies are implemented to support students to improve attendance and punctuality, where there are concerns. Liaising with Senior Leadership with oversight of attendance.
- Analyse and interpret relevant national, local and academy data, plus research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
- Maintain high educational standards, enforcing the agreed school expectations concerning uniform, equipment, attendance, punctuality and discipline within the Year Group.
- Visit lessons daily to ensure high standards of behaviour and learning around the school.
- Lead assemblies and work closely with students in the Year Group to create a culture in line with the Studley DNA
- Organise and lead Year Group events, such as Parents' Evenings ensuring excellent parental engagement and attendance.
- Build partnerships with outside agencies such as social services, police liaison officer, volunteers, companies etc. to ensure exemplary support for students who have specific needs and high-quality enrichment opportunities for all.
- Set high expectations around student participation in enrichment activities and track involvement.
- Implement the school's reward system, celebrating students' achievements and progress (liaising with HOH)
- Lead Year Team Meetings which ensure tutors are developed professionally, well informed and supported. Ensure minutes and agendas are efficiently maintained.
- Build positive relationships with parents and families to develop a partnership approach to supporting students.
- Support the smooth operational running of the school through a range of duties, including detention supervision, lunch, gate duties and focus.
- Prepare comprehensive exclusion packs in preparation for Student Disciplinary Committee meetings.



### **Staffing**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within school.

### **Quality assurance:**

- To help implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time-to-time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

### **Management Information:**

- To maintain appropriate records and to provide relevant accurate and up to date information for Arbor, registers etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

### **Communications & liaison:**

- To communicate effectively with parents of students as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

### **Management of resources:**

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.
- To ensure that a designated teacher area is kept in good order with high quality displays of curriculum information and students work.



### **Commitment to Safeguarding Children:**

Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:

- Having excellent knowledge of the school safeguarding policy and procedures regarding child protection.
- Becoming aware of the signs and symptoms of abuse by attending relevant safeguarding training.
- Understanding and support the school by attending training relevant to current national safeguarding issues such as The Prevent Duty, Child Exploitation, Female Genital Mutilation, Online Safety and you must adhere to the filtering and monitoring protocols.
- Reporting all causes for concern to the Safeguarding team using detailed and accurate information.
- Ensuring the safety of all students in the school learning environment both indoor and outdoor.
- It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (or in the case of staff to report to the Headteacher).

### **School Ethos:**

- To play a full part in the life of the school community, to support its values and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To comply with the school's GDPR policy
- To comply with the school's Code of Conduct for employees.

### **Equalities**

- To understand and comply with the Equality Information and Objectives Policy.
- The Trust is committed to the promotion of equal opportunities and diversity.

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.**



**Signatures:**

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

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. The job description should be seen as enabling rather than restrictive and will be subject to regular review.

**Special Requirements:**

An enhanced Disclosure and Barring Service (DBS) check and references will be requested in the event of a successful applicant. Where applicable, a prohibition from teaching check will also be completed.

Signed .....  
(Issued by - Headteacher)

Signed .....  
(Received by – staff member)

Dated .....

Dated .....



**PERSON SPECIFICATION – TEACHER**

	Essential	Desirable	Evidenced by A, I, T
<b>Qualifications and experience</b>			
Qualified Teacher Status (or equivalent)	✓		A
Relevant Degree	✓		A
Evidence of commitment to continuing professional development	✓		A I
Relevant experience of employment or placement in Education	✓		A
Use ICT effectively and creatively to enhance learning	✓		A I T
Experience of data entry and extraction i.e. student data	✓		A I
Involvement in and organisation of wider school activities, including extra-curricular activities	✓		A I
Knowledge of recent initiatives and issues in education		✓	I
<b>Knowledge and skills</b>			
Ability to teach across the age range of KS3 & KS4	✓		A T
Knowledge of effective teaching, learning and assessment methods	✓		A I T
An understanding and ability to set realistic and challenging targets and be able to assess and review progress	✓		I T
The ability to promote good progress and outcomes for students	✓		T
Ability to communicate effectively with students, colleagues and parents/carers	✓		I A T
Demonstrable ability to problem solve and focus on identifying and acting on solutions	✓		I T
Demonstrate ability to prioritise	✓		I T
Ability to manage behaviour effectively	✓		I T
Ability to work within school-based systems and specified timelines	✓		A I T
<b>Personal qualities</b>			
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓		I
Ability to work calmly under pressure	✓		I T
Ability to communicate clearly orally and in writing	✓		A I T
Confident, polite and friendly manner	✓		I
Good organisational and time management skills	✓		I T
Enthusiasm and commitment to teaching	✓		A I T
Ability to embrace innovation and change	✓		A I
Ability and willingness to contribute to whole school improvement programmes	✓		I
Able to follow direction and work in collaboration with the leadership team	✓		I T
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	✓		A I T
Commitment to the highest standards of child protection and safeguarding	✓		I

**A = Application      I = Interview      T = Task**