



## **JOB DESCRIPTION**

**Job title:** Head of Year

**Responsible to:** Head of Key Stage

### **The Overall Responsibility of the Post Holder:**

- To carry out the general and specific professional duties as set out in the current School Teachers' Pay and Conditions Document.
- To be accountable for and contribute to the pastoral programme for pupils and give a strategic direction to the work of the year group.

### **The Purpose of the Role:**

- establish a policy of positive praise and encouragement where the achievements and accomplishments of the pupils are known, supported and celebrated appropriately
- (with subject leaders) to be accountable for the academic progress of all pupils in the year group
- work with and lead the team of year group tutors and the trainee Head of Year, to foster a common 'identity'
- develop effective relationships with pupils in the year group
- communicate effectively with parents, co-ordinating and acting upon relevant information as necessary.
- communicate with external agencies as appropriate, in consultation with the SLT and/or Heads of Key Stage
- be accountable for the social, moral, spiritual and cultural development of pupils in the year group
- promote and monitor the collective act of worship
- support and act as a role model for the school's behavioural policy
- plan for, and support, the progression of the pupils into the next stage of their education
- at all times, seek and manage positive, effective working relationships with the pupils, tutors, parents of the year group and other Heads of Year in order that the school's values and ethos are reflected and modelled in the work of the year team

## **Main Duties/Accountabilities For All Heads of Year:**

### **1. Strategic Planning:**

- a) leadership of form tutors and assistant Head of Year
- b) undertake professional development appropriate to the needs and experience of the tutor team
- c) make arrangements for pastoral INSET as required
- d) with the Head of Key Stage establish, monitor and evaluate annual improvement plan for the year group, within the context of Key Stage Improvement Plan

### **2. Quality Assurance:**

- a) ensure tutor time is used effectively
- b) model and maintain high standards of behaviour and discipline

### **3. Information Management:**

- a) make arrangements for the academic monitoring of pupils – especially after reports have been issued which lead into learning review sessions
- b) co-ordinate information on pupils, from whatever source and to distribute this information to those concerned, taking action where necessary
- c) present data reports to SLT and Governors

### **4. Pastoral System:**

- a) know and care for the pastoral well-being of the year group.
- b) supervise and promote positive behaviour, pupil attendance and punctuality
- c) plan effective use of tutor time

### **5. Pupil Progress**

- a) in negotiation with Subject Leaders, set and know the targets for both individual pupils and their individual year groups
- b) encourage and plan for a variety of learning styles and experiences
- c) monitor and improve achievement and attainment

**6. Communications:**

- a) communicate with tutors regularly (e.g. through weekly memo and regular team meetings)
- b) meet with parents when needed
- c) make arrangements for, and attend, year group's parents'/Information Evenings
- d) arrange the programme of, and attendance at, year group assemblies
- e) monitor reports before they are issued to parents
- f) liaise with the SEN and more and most able co-ordinators regarding appropriate provision for individual pupils

**7. Curriculum Provision:**

- a) co-ordinate, support and help to develop PSHCE programmes (including aspects of citizenship and work-related learning)

**8. Liaison:**

- a) meet regularly with the Key Stage leader
- b) liaise with the pastoral support staff to monitor absence and punctuality across the year group.

**9. Resources:**

- a) oversee use of form rooms / common room / study rooms
- b) ensure appropriate levels of health and safety in social areas

**10. Other Duties:**

- a) support the school in its legal requirements for collective worship
- b) promote the Christian values of the school and its Christian vision
- c) support and help to organise Activities Days for the year group
- d) actively promote the school's corporate policies
- e) actively engage in the staff review and development process – including appraisal arrangements.
- f) additional duties appropriate to the role, as required by Headteacher

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