



Job Description

JOB TITLE	Head of Year
PHASE	Secondary
REPORTING TO	Assistant Headteacher

Job Purpose

- Monitoring and supporting students' academic and social development across a whole year group.
- Responsible for all aspects learning and pupil progress in the Year Group.
- Leading a team of Form Tutors by supporting and developing their roles in student development
- Promoting the highest standards of student behaviour, conduct and attitudes
- Liaising with the Headteacher, SLT and other Heads of Year and appropriate teaching staff, outside agencies and relevant staff with cross-academy responsibilities.
- Managing the Pastoral Support Team for the year group.
- Overseeing transition procedures for changing year.
- 80% Teaching Timetable (this may be subject to review annually).

Duties and Responsibilities

Operational/Strategic Planning

- To actively maintain high standards of student behaviour and conduct within a year group.
- To actively monitor and follow up students' personal, social and academic progress, including attendance and punctuality.
- To monitor and ensure implementation of Academy Policies and Procedures in the pastoral area, e.g. behaviour management, rewards and sanctions etc.
- To work with Form Tutors and other colleagues to formulate aims, objectives and strategic plans for the pastoral area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.
- To lead and manage the business planning function of a year group within the pastoral area, and to ensure that the planning activities of the year group reflect the needs of students within the pastoral area, SDP and the aims and objectives of the Academy.
- To communicate with and liaise with Form Tutors and appropriate support staff to maintain records and information in line with Academy policy.
- To monitor student progress and performance in relation to targets set for each individual and groups, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To promote and co-ordinate whole year enrichment activities.
- To co-ordinate and deliver regular year assemblies.



Policy Development:

- To lead policy development in pastoral care for the team of Form Tutors.
- To keep up to date with national developments in the pastoral area.
- To actively monitor and respond to developments and initiatives at national, regional and local levels.

Staffing/Staff Development:

- Monitor, assess and develop the roles of Form Tutors and Lead Tutor.
- Update Form Tutors on changes to school policy.
- Ensure Form Tutors run their tutor group sessions effectively.
- Liaise regularly with Subject Leaders to develop learning and student outcomes.
- Lead target setting process for year group.
- To work with the T&L and Thinking Lead to ensure that staff development needs within their pastoral team are identified, and that appropriate programmes are designed to meet such needs.
- To participate in the interview process for pastoral posts when required and to support effective induction of new staff in line with Academy procedures.
- To promote teamwork within the year group and to motivate staff to ensure effective working relations.

Quality Assurance:

- To ensure the effective operation of quality assurance systems within the year group.
- To establish the process of the setting of targets within the year group and to work towards their achievement.
- To establish common standards of practice within the year group team and develop the effectiveness of such practice.
- To implement Academy quality assurance procedures and to ensure adherence to those within the Pastoral team.
- To actively seek/implement modification and improvement where required.
- To ensure that the area's quality procedures meet the requirements of the Strategic Plan.

Management Information:

- To ensure the maintenance of accurate and up-to-date information concerning the year group using the Academy's management information systems.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the pastoral area.
- To liaise with the Head of Key Stage to manage the collection and analysis of data.
- To provide the Governing Body with relevant information relating to the year group's performance and development.



Communications:

- To ensure that all members of their pastoral team are familiar with its ethos, aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students and to co-ordinate all student information received externally
- To liaise with partner Academies, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies where appropriate.
- To represent the year group's views and interests.
- To liaise with the Assistant Headteacher as appropriate to support student development
- To keep parents informed of student progress and make contact and arrange meetings as necessary.
- To co-ordinate arrangements for parents' consultation days/evenings for their year group

Marketing and Liaison:

- To contribute to the Academy liaison and marketing activities, e.g. the collection of material for the Academy web site.
- To lead the development of effective pastoral links with the community, attendance where necessary at liaison events and the effective promotion of the pastoral area at Open Days /Evenings and other events.
- To actively promote the development of effective pastoral links with external agencies.

Management of Resources:

- To manage the available pastoral resources efficiently within the limits, guidelines and procedures laid down, including and keeping appropriate records.

Teaching:

- To undertake an appropriate and effective programme of teaching in accordance with the duties of a standard scale teacher.

Additional Responsibilities:

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.

Other Specific Duties:

- Role model.
- High expectations of self and others.
- To take responsibility for their own professional development.
- To engage actively in the performance review process.
- To undertake any other duty as specified by Ofsted/Academy Action plan not mentioned in the above.



- Risk assessment and health and safety.
- To carry out regular QA of tutor time.

Other Areas of Responsibility at The Victory Academy

- Maintain confidentiality inside and outside the workplace.
- Understand and apply Academy policies.
- Support Academy ethos and vision in the wider community.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Cedar Children’s Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business.
- This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use.
- Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.



- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are 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 Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining and advising on data in line with Trust Data Protection policies and procedures. Having due regard for the high level of personal and special category data processed within your role.
- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.



I understand and agree to the job description of a Head of Year within Thinking Schools Academy Trust

Name:.....

Signed:

Date: