**A logo for a college

Description automatically generated**



**Job Description: Head of Year**

**Job Title:** Head of Year

**Grade:** H

**Hours:** Permanent Contract, term time, plus 5 INSET days plus 5 non-term days. The role may involve out of hours meetings/events.

**Responsible to:** Headteacher and Assistant Headteacher

**Direct Supervisory Responsibility for:** Leading the pastoral work of a year group team of form tutors.

The Pastoral Team

**Indirect Supervisory Responsibility for:**

**Important Functional Relationships:** Internal:

External:

**Main Purpose of Job**

1. To oversee a high-quality educational experience for the year group, realised through the implementation of the school values, policies, and practice.
2. To uphold high expectations of all students and a focus on consistency of practice across the year team.
3. To engage effectively with students, parents, other professionals, and the wider community.
4. To engage with tutors, taking account of the pressures on them and supporting them in their professional development.
5. Support and coach staff who ask for, or are identified for, help with creating and sustaining positive learning environments.
6. To be a part of the whole-school leadership forum and engage in strategic and operational discussions and decisions.
7. To support our strong safeguarding culture by always acting in the best interests of children to protect them online and offline.
8. To lead, manage and motivate a year team of form tutors and the pastoral team.

**Duties and Responsibilities**

1. To uphold high expectations of behaviour and conduct, applying these consistently and fairly and supporting staff to manage pupil behaviour so that poor behaviour does not disrupt lessons or social time.
2. To create a positive environment and inclusive culture, where bullying and discrimination are not tolerated; where students are safe and feel safe.
3. To implement strategies to ensure demonstrable improvement in the behaviour and attendance of students who have particular needs.
4. To foster positive attitudes to education in the year team, supporting students to show commitment to their learning, effective study skills, resilience and pride in their achievements.
5. To implement strategies to ensure students have high attendance and are punctual.
6. To oversee rewards and sanctions of students in the year group, reintegrating after exclusions and working with the leadership group to monitor students following exclusions.

**Personal Development**:

1. To lead on the morning tutorial programme for the year group, creating a curriculum that provides for students’ broader development, including Social, Moral, Spiritual and Cultural education and the Fundamental British Values.
2. To support the development of students to be confident, resilient and independent and to develop strength of character.
3. To provide high-quality pastoral support, ensuring students know how to eat healthily, maintain an active lifestyle and keep physically and mentally healthy.
4. To enable opportunities for students to engage with views, beliefs and opinions that are different from their own and to show respect and tolerance for these, promoting equality of opportunity and diversity effectively.
5. To provide meaningful opportunities for students to understand how to be responsible, respectful, active citizens who contribute positively to society.
6. To support the delivery of age-appropriate careers education.

**Quality of Education**:

1. To support tutors to deliver the tutorial programme effectively.
2. After assessment points, to work with Heads of Department and teachers to support students who are falling behind.
3. Where appropriate, to monitor students’ work across the curriculum ensuring that it is of good quality.

**Responsibilities applicable to all College employees**

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the College, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.
2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in appraisal, mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.

Date Updated: 6th March 2025

Updated by: HR Manager

You are expected to be responsible for your own professional development and to keep a portfolio of evidence of your experiences and achievements.