Mount St Joseph
Candidate Information Pack

Head of Year

Job Description

Mount St Joseph

A community of Learners, Believers & Friends

Job Title: Head of Year

Reporting to: Assistant Headteacher

Responsible for: Form teachers in specific year group

Grade: TLR 2B

PRINCIPLE RESPONSIBILITIES

- To lead and promote the school ethos, vision and mission.
- To assist with the effective safety, welfare and behaviour of students in a specified year group
- To be accountable for the monitoring of the curriculum and pastoral provision for students in year group
- To track the progress and achievements of students throughout the year group
- To ensure that strategies are in place to maximise achievement and address underachievement of students in the year group
- To lead, manage, motivate and develop a year team of teachers

KEY DUTIES AND RESPONSIBILITIES:

- To uphold and implement the ethos and values of the school.
- To treat all students as individuals and contribute to their social, emotional spiritual, moral and academic development.
- To follow closely agreed syllabuses and schemes of work and to participate in their development and annual review.
- To plan, implement, deliver and review high quality lessons that meet the needs of the students and are in line with an agreed programme of study at KS 3 and 4.
- To mark students' work on a regular basis and record this in the appropriate format, while also showing pupil progress throughout the year in line with departmental and school policy.
- To participate in and contribute to the performance management cycle and INSET.
- To keep a record of assessment and attendance of students in class. To contribute to departmental and school tracking systems and the analysis of data to inform future target setting and planning.
- To develop a classroom environment that allows all students to succeed.
- To effectively implement the school behaviour management policy.
- To contribute towards the provision of assessment methods and their evaluation as outlined in the assessment policy.
- To participate in the school's self-evaluation cycle.
- To liaise with other departments, parents and agencies to meet the individual needs of pupils.
- To attend departmental, form tutor or any other meetings as required.
- To carry out a share of the supervisory duties in accordance with published rotas.
- Contribute to the future development of the department, its resources and its teaching materials.
- To attend parents' evening and other specific events.

- To make a positive contribution to the wider aspects of the school.
- To assist in the promotion of the good name of the school within the community
- To undertake any other duty as specified by STPCB not mentioned in the above.
- To comply with the requirements of Health and Safety Legislation and School Policy taking appropriate action where necessary.

SPECIFIC DUTIES

To assist on and have responsibility for:

- The planning, implementation and review of pastoral care for students in a specified year group
- To assist with the effective safety and welfare of students in a specified year group
- To assist and to implement strategies for behaviour management.
- To organise and facilitate reconciliation between students and staff.
- To respond speedily to parental communication and be available for effective home-school liaison
- To identify, in liaison with the relevant senior leader and using prior attainment data, appropriate attainment targets for the cohorts
- To monitor student standards and attainment against these targets
- To work with the pastoral team on planning and implementing effective Personal Development Time (PDT)/form time provision.
- To work with the pastoral team in monitoring levels of attendance and planning appropriate strategies to ensure high levels of attendance and punctuality.
- To work with pastoral team to ensure there is effective rewards and celebration of students' achievements.
- To be an effective line manager to the tutors attached to the year group in line with the school's policies.
- To develop a year ethos incorporating the co-operative values through stimulating and high-quality year assemblies.
- To promote and celebrate year group activities and individuals' achievement on the year noticeboard, assemblies and the school newsletter.
- To assist in organising internal and external events for the assigned year group, including Parents' Evenings and other events.
- To liaise effectively with external agencies to support individuals in the year group as appropriate.
- To ensure the smooth induction of new entrants to the year group

Additional Duties

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To continue personal professional development
- To engage actively in the performance review process
- To undertake and other reasonable duties as requested by the Headteacher not mentioned above