[](http://www.taverhamhigh.norfolk.sch.uk/)

**JOB DESCRIPTION**

**Post Title:** Head of Year

**Grade:** TLR £4,783

**Reporting to:** Behaviour Lead

**Working Time:** Full Time

***All staff have a responsibility to ensure that their work and interaction with all individuals fully reflects the school’s overall vision and aims.***

**Accountability**

**Success within this role will be measured in terms of the following:**

**Behaviour and wellbeing of all students within the year group**

**Attitude to learning of all students within the year group**

**Attendance of all students within year group**

**Behaviour, wellbeing, attitude to learning and attendance of PP students and other disadvantaged groups inline with the SIDP**

**Impact of behaviour strategies for individual and groups of students.**

**Successful parental engagement which ensures improved behaviour, wellbeing, attitude to learning and attendance for students. (case studies)**

**Throughout this document behaviour, wellbeing, attitude to learning and attendance will be referred to as BWAA.**

**Specific Responsibilities**

**BWAA Progress:**

* To improve, monitor, review and evaluate BWAA of the year group through data and discussions with staff and students.
* To ensure that the team of Form Tutors meets regularly and understands the policy of the school on all important matters, and develops their form groups so that every student feels that the school is doing everything possible to develop his or her social and academic capabilities to the fullest extent.
* Regularly visit lessons for students of your own year group. If a class is on report then Heads of year should support teaching staff and carefully monitor those students.
* To supervise attendance and punctuality – check attendance and punctuality on a regular basis meeting with the Attendance Lead and the Attendance Support and Enforcement Officer regularly to discuss reasons for absence and truancy. To monitor PA students and arrange Support Panel Attendance Meetings with parents/carers.

**Leadership and Management:**

* Lead on student BWAA, in consultation with key staff, decide on appropriate sanctions, intervention and reward.
* To lead initiatives with the ACE team to promote positive behaviour and health and wellbeing.
* Work closely with Form Tutors to provide guidance, training and encouragement to tutors.
* Have an overview of all the different care and guidance for students and awareness of which students are accessing these and why. Follow up and monitor as necessary.
* To liaise with parents, Tutors, SENCO, Teachers, Heads of Departments, ACE. PSA, PCSO, Leadership Team and external agencies and, where appropriate, attend meetings.
* Oversee students on report, and make contact with parents when necessary.
* To liaise with the Deputy Headteacher – Behaviour and Safety in the decision and arrangements pertaining to internal and fixed term external exclusions and organise in consultation with the Pastoral Support Assistant.
* Provide a varied and proactive range of assemblies. Supervise the entry of students to assembly.
* Use the school rewards system to promote student positive BWAA.

**Administration:**

* Organise and provide a framework for daily tutorial activities. This includes both day to day administrative tasks (signing planners, checking absences) and year specific tasks (preparation for exams, options, self-monitoring of achievements).
* To distribute year specific tasks as directed by the key stage coordinator.
* Manage ‘in year’ admissions for new students in accordance with NCC Children’s Services admission procedures. This will include meeting potential students, parents and organising timetables and setting (liaising with appropriate key staff). It will also include overseeing the issue of a PNC form to the former school of potential students.
* To monitor the correct wearing of the school uniform.
* To initiate and monitor individual and group Behaviour Reports.
* Coordinate and lead events such as Parents Evening, Options Evening and Open Evening.
* Have an involvement in policy development and decision making across the school.
* To assist with celebrating the success of individuals, groups and the year group as a whole, in line with school policy.
* To issue agendas , to chair and to issue minutes for regular Year Team meetings
* To attend Year Tutors’ Meetings and the weekly pastoral Briefing, and to initiate and contribute to discussion.
* To liaise with Behaviour and Attendance Leads regarding referrals to external agencies.
* Regularly check that planners are well used and brought into school.

**Wider Professional Responsibility:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This list is not intended to be exhaustive and responsibilities may vary depending on the priorities of the department.

Tasks may vary from time to time without changing the general character of the tasks or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All staff, regardless of level or position, have a responsibility to be aware of and also to support and uphold the school safeguarding and health & safety policies.