



Head of Year role

As a Head of Year and a middle manager you are responsible for your tutor team to ensure they are promoting the school culture and ethos and meeting the standards required as a form tutor.

There are 5 key areas you are responsible for, for the students in your year group.

FIVE KEY AREAS:

Leadership & Management: Leading the tutor team

Tutor meetings

Communication

Accountability

Administration

Parent evenings/information evenings

Admissions/leavers

Interventions (external) including Mental Health and wellbeing support:

5 ways to well-being

Referrals for support

Interventions and vulnerable groups

Behaviour:

Improving and strategies to deal with behaviour (STEPS)

Consequences

Support for behaviour BSP/PSP

Use of Data to monitor behaviour

Standards of uniform

Behaviour for Learning

Attendance & Punctuality:

Raising attendance

Punctuality

Adapted Timetables/ Part time timetables

Monitoring/Use of Data

Achievement:

Tracking and monitoring

Rewards

Celebrations

Mrs Y Powdrell
Deputy Headteacher

Mr A Gray
Head of Key Stage 3