



# ST MICHAEL'S CATHOLIC SCHOOL



## JOB DESCRIPTION: HEAD OF YEAR

### Summary / Objective

The Head of Year is responsible for supporting the;

School's main aims (improve achievement levels and attendance rates) through the development of systems which deliver effective teaching and learning through an appropriate support system,

and

building of confidence and self-esteem of children.

### Essential functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### Staff management

- Lead a team of form tutors
- Monitor, assess and develop the roles of the form tutors
- Update form tutors of changes to school policy
- Liaise with Form Tutors to ensure that barriers to learning are reduced
- Ensure that form tutors run their tutor group sessions effectively
- Be involved in decision making and policy development across the school
- Support the professional development of form tutors and others
- Organise appropriate team and staff meetings

### Student progress

- Manage student review processes and procedures as appropriate or directed by the Head.
- Monitor the progress of individual students
- Coordinate end of year reports
- Take part in and help organise parents' evenings
- Organise year presentations during assembly time
- Liaise with other schools to arrange student transfers and placements
- Arrange and promote activities within the year group
- Prepare and hold year assemblies

### Student behaviour

- Monitor attendance and punctuality and support the School Behaviour Policy.



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- Keep reports of student behaviour
- Proactively, engage with parents to discuss student behaviour
- Liaise with outside agencies as required
- Meet regularly with the pastoral coordinators and SLT

### **Student guidance and support**

- Get to know all students in the year group as well as possible
- Keep in contact with and communicate directly with parents to ensure that School / Parent Partnership is effective and to keep parents informed of any disciplinary issues relating to their child's behaviour
- Take steps to prevent bullying and support victims of bullying
- To work in partnership with the SLT and other Heads of Year, to devise intervention strategies to promote good behaviour and support students with behavioural and emotional difficulties

### **General**

- To be actively involved in the School "on call" system.
- Provide comprehensive information, advice and guidance for all students within the school.
- To take full part in Year and Inter-House activities
- To liaise with outside Multi Agency Groups
- Prepare a termly newsletter.
- To ensure the appropriate arrangements for students who are unwell or who have accidents during the school year eg appropriate work sent home.
- To implement the school dress code.
- Act as a role model in promoting the published aims and ethos of the School.
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in out of hours activities such as school performances and Prize Giving evening
- Uphold the school's behaviour and uniform regulations
- Any other duty commensurate with the grade as requested by the Head.



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### Other duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee of this job. Duties, responsibilities and activities may change at any time with or without notice.

### Key skills:

- Must have relevant experience with a sensible and mature attitude.
- Competent use of the Microsoft Office.
- Excellent literacy / numeracy skills and communication skills.
- Excellent organisational skills and ability to prioritise workload.
- Excellent interpersonal and communication skills, in person, telephone and written.
- Ability to work independently and as part of a team.
- Experience of working in a school, multitasking and working flexibly.
- Experience of working with people and children.
- Willingness to develop self and skills and to work collaboratively and as part of a team.
- Ability to use initiative and be self-motivating.
- Good organisational / time-keeping / planning / problem solving skills.
- Ability to use own initiative.
- Must be patient and resilient; calm and unflustered with a good sense of humour.
- Must be willing to undergo appropriate job-related training.

### Classroom teacher:

The postholder will also be an exceptional classroom practitioner. The requirements of a classroom teacher are set out below.

<b>Post Title</b>	<b>CLASSROOM TEACHER</b>
<b>Purpose</b>	To raise pupil attainment by demonstrating the professionalism to carry out, under reasonable direction, the professional duties of a school teacher, as set out in the STPCD.
<b>Report to</b>	Head of Department
<b>Responsible for</b>	To secure high quality teaching and the effective use of resources to ensure that expected standards are met, maintained and exceeded.



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<b>Hours</b>	Full time – due to the nature of this post
<b>Salary</b>	UQ/MPS/UPS
<b>DBS Level</b>	Enhanced.
<b>Main Duties</b>	<p><u>Learning , Teaching and Assessment</u></p> <ul style="list-style-type: none"><li>• Plan, teach and evaluate lessons to ensure a variety of tasks and learning experiences for pupils, matched to their needs and ensuring progression.</li><li>• Maintain accurate pupil data that can be used to make teaching more effective</li><li>• Manage pupil behaviour effectively.</li><li>• Maintain a strong sense of teamwork and collective responsibility.</li><li>• Take opportunities to further your own professional development.</li><li>• Apply school policies and procedures consistently.</li><li>• Form professional and collaborative working relationships with colleagues.</li><li>• Attend meetings, as required, in line with parameters agreed by professional associations.</li></ul> <p><u>School Culture</u></p> <ul style="list-style-type: none"><li>• Support and promote the Catholic values and ethos of the school.</li><li>• Support the School's values and ethos by contributing to the development and implementation of policies practices and procedures.</li><li>• Help create a strong School community, characterised by consistent, orderly behaviour and caring, respectful relationships.</li><li>• Help develop a school culture and ethos that is utterly committed to achievement.</li></ul> <p><b>Other</b></p> <p>Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development</p> <p>Undertake other various responsibilities as directed by the Headteacher</p>