



JOB DESCRIPTION

Job Title:	Head of Year
Grade:	MPR/UPR + TLR 1b
Reports to:	Assistant Headteacher Support and Intervention Team

Purpose of the role

To ensure that every student feels safe and supported to fulfil their potential.

Strategic Direction

- Implement policies and practices for the year team which reflect the school's commitment to high achievement and effective teaching and learning
- Support staff to ensure the consistent application of the Positive Behaviour Policy
- Create a climate which enables other staff to develop and maintain positive attitudes towards tutoring
- Establish clear, shared understanding of the importance and role of tutoring
- Analyse and interpret relevant data to inform expectations, interventions and targets
- Contribute regularly to pastoral strategic meetings regarding behaviour and attendance
- Work collaboratively with the safeguarding and SEND team to support, monitor and track vulnerable students
- Manage specific duties related to each particular year group

Teaching and Learning

The Head of Year will:

- Facilitate and support the delivery and monitoring of the PSHE programme
- Promote a caring and secure learning environment in which all pupils are able to achieve and their contributions valued
- Hold meetings with parents and pupils as necessary to review progress and set targets for improving learning, including devising PSP's where appropriate
- Liaise with subject staff to improve teaching strategies and learning or particular individuals and groups
- Liaise with the SEND department to help improve teaching and learning
- Assess Teaching and Learning in classrooms for their year group by learning walks in departments.

Leading and Managing Staff

- Establish clear expectations and constructive working relationships among staff involved with the year group through team working and mutual support; developing responsibilities and delegating tasks, as appropriate; evaluating practice; and developing an acceptance of accountability
- Lead professional development of tutors through example, coaching and support, and co-ordinate the provision of high quality professional development
- Ensure high quality training, monitoring and support to be provided during the induction of new form tutors and trainee teachers
- Work with the SEND and EAL departments to ensure that individual education plans are produced by appropriate staff

Pastoral

- Maintain effective methods of communication, keeping parents/carers fully informed about all matters relating to the education of their child and promote a positive relationship linking home and school in a supportive working partnership.
- A commitment to promoting extra-curricular activities as a positive aspect of the school
- Liaise with external agencies in order to meet the social, academic and emotional needs of each child
- Liaise with the Heads of Houses to ensure the use of rewards in motivating students
- Work closely with the DSLs and be familiar with the recording and monitoring systems used by the team
- To work closely with the Pastoral Support Manager ensuring outside agency interventions when appropriate
- To work with the Attendance Officer to implement strategies to quickly improve attendance of identified persistent absentees.
- To work with the Student Support Centre in supporting interventions for students including new starters and manage move students
- To attend external meetings for students at risk when required
- To coordinate new starters to the year group

Promotion of School

- To contribute to whole School events as and when required
- To promote and maintain the standards of the school's commitment to Safeguarding children
- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times
- To be an active member of the marketing team
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities

PERSON SPECIFICATION

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Reports to:	Assistant Headteacher Support and Intervention Team

Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • Qualified teaching status (Part 1) 	<ul style="list-style-type: none"> • Pastoral experience
Experience	
<ul style="list-style-type: none"> • Proven classroom expertise or have 2 or more years' experience. • An ability to plan, deliver and evaluate sequences of work and individual lessons. • Personal involvement in the wider curriculum 	<ul style="list-style-type: none"> • Understanding and knowledge of the appropriate use of a range of differentiation techniques • Understanding and knowledge of pastoral system and practice
Knowledge/Skills (Ability to)	
<ul style="list-style-type: none"> • An ability to plan, deliver and evaluate sequences of work and individual lessons. • An enthusiasm for the subject and an ability to promote a sense that their subject is enjoyable. • An ability to constantly monitor students' achievements and adapt teaching to the needs of the class. • An ability to contribute to the development and promotion of their subject at KS3 and KS4. • The ability to contribute to the work within the department, both as a member of a team and individually. • An ability to contribute to the development of their subject curriculum in an effort to raise standards continuously • Awareness of child safeguarding issues and processes • Ability in using, applying and interpreting student data • Excellent communication skills, the ability to communicate at large forum meetings, parents, staff and other stakeholders 	<ul style="list-style-type: none"> • Experience of working within a team to support progress of students • Experience of leading or contributing to whole school events/initiatives

Personal / Other Relevant Attributes

- A commitment to the promotion of anti-sexism, anti-racism and equality of opportunity in all aspects of their work within the school.
- A willingness to contribute to the extra-curricular activities within the department and support ongoing projects.
- A willingness to learn new skills and develop existing skills as a part of a programme of professional development, with the aim of using this development to further their career.
- Personal qualities and skills that can contribute to the school's pastoral system.
- An ability to organise effectively their workload, be energetic and have a sense of humour.

The information on this form will be the basis on which the applicants will be assessed for short listing purposes.