



JOB DESCRIPTION

Role

Head of Year

Grade

TLR1a

Purpose

In addition to the requirements of a main scale/UPR teacher, as appropriate, the postholder will provide high-quality leadership and management of an allocated year group, contribute to the collective ethos of the school and Trust, require the highest professional standards from colleagues and behaviour from students, ensure effective and robust implementation of school and Trust policies, support all students to make exceptional progress and reduce differences in performance, ensure high-quality delivery of the Personal Development programme, and work collaboratively with colleagues, families and external partners to maximise students' life chances and secure strong outcomes for all students.

Staff Responsibilities

Line management responsibility for the pastoral/tutor team, including setting objectives, monitoring performance, supporting professional development and ensuring consistency of delivery across the year group.

Deployment

Deployment expectations: fixed-site within the appointed Trust school, with flexibility to work across the allocated year group, contribute to whole-school pastoral systems and support cross-year or whole-school priorities as required.



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Financial Accountability

No budgetary responsibility.

Key accountabilities

To lead and contribute to high-quality teaching and learning through effective delivery and quality assurance of the Personal Development curriculum and tutor programme, supporting students' personal development, progress and readiness for future success; to secure strong outcomes for all students in the year group, including disadvantaged and vulnerable groups; to ensure high standards of behaviour, attendance, punctuality, attitudes to learning and wellbeing; to implement school and Trust policies consistently; to lead and manage the pastoral/tutor team effectively; to monitor and act on student progress, behaviour, attendance and intervention data; to maintain effective communication with parents, carers and stakeholders; and to contribute to a positive, inclusive and aspirational school culture.

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all. The postholder reports to the Headteacher.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

Main duties and accountabilities



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Teaching and Learning

- Deliver and quality assure the Personal Development curriculum, including tutor time and assemblies, ensuring consistency and high standards across the year group to support effective personal development outcomes.
- Support tutors to plan and deliver high-quality sessions aligned with Trust expectations and curriculum frameworks.
- Monitor and evaluate the quality of delivery of Personal Development and tutor programmes, providing feedback and support for improvement.
- Contribute to the wider teaching and learning priorities of the school as a classroom teacher.
- Support all students in the year group to make strong progress and reduce differences in performance, including disadvantaged and vulnerable students.

Assessment

- Monitor student progress through analysis of internal and external data, identifying trends and areas for intervention.
- Work with senior leaders and standards teams to review outcomes and implement strategies to improve achievement.
- Evaluate the impact of interventions and adjust approaches to support sustained progress for all students.
- Ensure accurate and timely reporting of student progress to parents, carers and stakeholders.

Behaviour Management and Student Wellbeing

- Model and promote high standards of behaviour, attendance and punctuality in line with Trust policy.
- Establish and maintain clear expectations, addressing deviations consistently and fairly.
- Monitor behaviour, attendance and safeguarding records, taking timely and appropriate action.
- Work proactively with families and external agencies to support students' wellbeing, engagement, safety and inclusion.



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- Ensure safeguarding procedures are followed rigorously and concerns are reported promptly.

Pastoral and Inclusion

- Lead the pastoral care of the year group, ensuring all students are supported to achieve their potential.
- Identify and respond to the needs of vulnerable students, including students with SEND and disadvantaged students.
- Develop and implement targeted intervention strategies to address barriers to learning.
- Oversee Individual Behaviour Plans, Pastoral Support Plans and risk assessments in collaboration with relevant leaders.
- Support transition processes between key stages or onward destinations as required.

Trust Culture

- Promote and model the Trust's values, fostering a culture of high expectations and inclusivity.
- Lead student engagement in the school's ethos, including student voice, leadership and rewards systems.
- Contribute to whole-school events, enrichment activities and community initiatives.
- Maintain professional standards and support colleagues to do the same.
- Create an inclusive working environment for the pastoral/tutor team and ensure appropriate HR policies and processes are followed.
- Support the development of the pastoral/tutor team by identifying training needs, suggesting development options and providing coaching and mentoring.
- Work with team members to resolve conflicts, concerns or problems, and address wellbeing issues as they arise.

Other

- Line manage the pastoral/tutor team, including performance management and professional development.
- Organise and evaluate parents' evenings, information events and year group activities.
- Contribute to the organisation and supervision of examinations as required.



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- Maintain accurate and secure records in line with data protection requirements.
- Undertake duties before, during and after school as directed.
- Carry out other reasonable duties as directed by the Headteacher.

Other requirements and responsibilities

The duties outlined in this job description are to be performed in accordance with the provisions of the latest School Teachers' Pay and Conditions Document as adopted by Maiden Erlegh Trust and may be modified by the Headteacher, with the postholder's agreement, to reflect changes in the role commensurate with the salary and job title.

Maiden Erlegh Trust is committed to safeguarding, equality and promoting the welfare of children and staff. The Trust is also committed to being ambitious for all and supporting everyone to reach their full potential. All employees of the Trust are expected to share these commitments.

All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

Maiden Erlegh Trust retains the right to implement changes in job descriptions to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with the postholder.