

Job Description – Head of Year

Head of Year

Responsible to: relevant member of SLT

Responsible for: Year Tutors

Salary details: TLR 2c

Vision and purpose:-

- To provide high quality leadership and management for Form Tutors within the academy
- To be accountable for all pastoral KPIs within a designated year group
- To be accountable for learning and achievement in a designated year group, securing high quality teaching, effective use of resources and improved standards of learning and achievement
- To develop effective partnerships with all Heads of Department and their teams to secure high levels of student progress/achievement using intervention strategies when necessary
- To at all times safeguard the students well-being and follow all child protection/safeguarding policies rigorously

Main Responsibilities

Results, Achievement and Standards:

- Develop and implement plans, policies and practices for the cohort which reflect the academy's commitment to high achievement, effective teaching and learning.
- Establish a clear, shared understanding of the importance and role of the pastoral curriculum in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life.
- Analyse and interpret relevant national, local and academy data, research and inspection evidence to inform policies, practices, expectations, targets and methods of delivery.
- Set expectations and targets for staff and pupils in relation to standards of pupil personal development.
- Ensure that the Principal, leadership team and governors are well informed about pastoral policies, plans and priorities, the success in meeting objectives and targets, and related professional development plans.
- Chair half-termly progress board meetings as per calendar
- Interrogate the data to create lines of enquiry to help the SWM and Inclusion team deliver effective mentoring
- To carry out rigorous Quality Assurance to ensure high standards are maintained throughout the Academy

Teaching and Learning:

- Establish plans, using available data, to support appropriate attainment of pupils
- Work with tutors and other staff to develop the learning environment to maximise pupil engagement with learning
- Identify and use opportunities to work with and manage colleagues in order to share and implement effective strategies to raise levels of learners' attainment and secure well-being
- Ensure effective development of pupils' literacy, numeracy and information technology skills through the student welfare system & Pastoral Programme
- Supervise and implement clear policies and practices for assessing, recording and reporting on pupil achievement, reporting to parents and for using this information to recognise achievement and to assist pupils in setting targets for further improvement
- Monitor progress made through academic mentoring action plan and behaviour support plan, providing pupils with accurate and constructive feedback on the strengths and weaknesses of their work, their attainment and progress.

Student Development and Well-Being:

- Develop and promote policies and aspirations of the academy in creating a purposeful and civilised learning environment
- Lead pupil cohort, ensure active tutorial programme in place and monitor and evaluate effectiveness
- Ensure tutors develop pupils' understanding of the duties, opportunities, responsibilities and rights of citizens
- Work with relevant SWM to ensure PSHE curriculum is followed and kept up to date
- Use, promote and evaluate the effectiveness of a range of behaviour strategies
- Work with SENCO and to ensure IEPs are used to set targets and match well to pupils' needs
- Ensure success and development of student voice, year and academy councils
- Help staff to achieve constructive working relationships with pupils
- Develop student welfare leadership through assemblies
- Monitor and improve attendance of the year group, working with Attendance Officers where appropriate
- Liaise with, contribute to and prepare reports for range of support agencies
- Understand and implement referral processes within and beyond academy
- Facilitate progress file and evidence of achievement.

Relationships with parents, Academies and Community:

- Liaise and work co-operatively with parents and carers to raise level of learners' attainment and secure their well-being
- Make and maintain relationships with outside agencies to the benefit of the year group
- Liaise with other schools/academies to arrange transfer placements
- Use external links to enrich a wide range of opportunities for a designated year group
- Learning and Growth
- Managing own learning and performance and carry out reviews of your team effectiveness
- Managing and developing staff and other adults
- To facilitate an information evening for underperforming students in year group
- To help support and deliver calendared parental workshops to break down barriers

Head of Year

Additional agreed areas of responsibility:

In addition to the above, Heads of Year are required to fulfil the general duties of a teacher, demonstrating professional values and practice, as set out in the Teachers Standards Document.

Such other duties as may be reasonably required by the Principal/SLT/Line Manager.

It is the responsibility of each employee to carry out their duties in line with Academy policies, particularly to comply with all child protection/safeguarding policies/Health Safety Policies.

