



## JOB DESCRIPTION

Post	Head of Year (Teaching)
Reports to	Deputy Headteacher
School	Arden

### MAIN PURPOSE OF THE ROLE:

- Be responsible for the academic progress of students within the designated year group.
- Be responsible for removing and preventing barriers to students making excellent academic progress.
- Be responsible for maintaining high standards of behaviour, uniform, attendance and punctuality.
- Develop effective working partnerships with teachers, parents, senior leadership, outside agencies and other stakeholders to ensure that students are supported to make excellent academic progress.

### DUTIES AND RESPONSIBILITIES

*The following duties and responsibilities will be explained to you further in a plain-speaking job description. This will be attached to this job description as an appendix and will reflect the systems and structures of your own school. These are in addition to the duties and responsibilities of a member of the teaching staff and the job description of a teacher.*

#### Management of others

- Be responsible for the management of a team of form tutors, ensuring that information on students and their progress is effectively communicated to and from tutors.
- Contribute to the performance management of form tutors and pastoral managers where appropriate.
- Be responsible for managing transition, and with the SENCO, work to ensure smooth transition between key stages, as well as mid-year starters.

#### Supporting Learning

- Be responsible for promoting excellent behaviour for learning amongst students in the designated year group.
- Be responsible for monitoring student progress using the school's established student tracking and data systems.
- Be responsible for taking appropriate action arising from the monitoring of student progress either at individual, small group or whole cohort level.
- Be responsible for ensuring that academic success is celebrated.



- Be responsible for providing pro-active opportunities that enhance students' learning (for example, curriculum information evenings. problem solving activity days etc.)
- Contribute to the SLT's programme of learning walks to ensure that students' learning is monitored.
- Contribute to the fulfilment of the Teaching and Learning objectives as stated in the School's Development Plan.
- Contribute to the provision of extra-curricular activities including Enrichment week and a year group residential activity.
- Build strong and effective links with parents/ carers to support home and school communication.

### **Supporting Attendance and Punctuality**

- Contribute to the Senior Leadership Team's work in ensuring excellent attendance and punctuality figures in the designated year group.
- Alongside other leaders, be responsible for monitoring the attendance and punctuality in the designated year group of long-term absentees and other students whose attendance is of concern and be responsible for making appropriate interventions.

### **Supporting Behaviour**

- Be responsible for establishing and maintaining a climate and ethos which encourages students to take responsibility for their actions and helps students to modify and improve their behaviour.
- Make use of appropriate behaviour management strategies, including using, contributing to and supporting whole school behaviour policies and practices.
- Be accountable for identifying, and where necessary working with, individual students and groups of students to ensure their behaviour and other pastoral factors do not present barriers to learning.
- Be responsible for ensuring clear communication between school and home in respect of behaviour issues.

### **Diminishing the difference between student groups**

- Work with others in the school community to ensure that there is a strong focus on students who are disadvantaged, who have a special educational need, or who are in another vulnerable category, which is reported to SLT, Governors, Trustees and School Improvement.

### **Transitions**

- Be accountable for students' smooth transition from Year 6 to Year 7, including effective communication with the SEND department to drive early intervention.
- Communicate with the appropriate pastoral staff to support transition as students move into new year groups/ key stages through their education.
- Be accountable for a programme of school visits to ensure all prospective students have had contact with a member of school staff.



- Be accountable for a programme of meetings between SLT and selected parents of prospective students.
- Contribute to the creation of tutor group lists and teaching group lists based.
- Contribute to the correct and timely entry and maintenance of student information onto school MIS systems.

#### **Communication with stakeholders and outside agencies**

- Be responsible for effective communication with parents/guardians.
- Be responsible for providing a brief annual report to parents/guardians as part of a student's annual report.
- Be responsible for communication with outside agencies whose work with the school helps facilitates student progress (for example CAMHS, Local Authority).
- Liaise with outside agencies in respect of pastoral matters or removing barriers to learning.
- Be accountable for the organisation of parents' evenings.
- Attend parents evening and other events for parents and/or students.

#### **Other**

- Seek out and attend appropriate training and professional development where necessary.
- Undertake any other reasonable duties under the direction of the headteacher.

#### ***Note on terminology.***

In this document, the following terms are used:

**"Accountable"** – this means to be answerable to the appropriate line manager for the success or failure of the identified area. In most cases, operational responsibility for implementation of this task is also implied by this term although for employees with leadership responsibilities, operational responsibility may be delegated to subordinates.

**"Responsible"** – this means to be operational responsible. An employee with responsibility implements the task in question.

**"Contributes"** – means that the employee does not hold full responsibility but is required to make a significant contribution to the implementation of a task or area of responsibility under the direction of line manager.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. Elements of this job



description and changes to it may be negotiated at the request of either the Associate Headteacher/ Executive Headteacher or the incumbent of the post.

Staff signature: ..... Date: .....

Staff name: .....