



**JOB TITLE: Deputy Head of Year**  
**TLR 2b (£6,068 per annum)**

**Subject**

**Accountability for leading, managing and developing pupil development across a year group**

- Define and agree team improvement plan that will fulfil school improvement priorities
- Lead, monitor, evaluate and report on the impact of improvement strategies and use this analysis to guide further improvement
- Ensuring self and team are up to date and respond to local / national issues and agenda in relation to the role
- Identify and coordinate CPD needs and opportunities
- Account for achievement, attainment and welfare of all students within your year group
- Provide headteacher with relevant student performance information
- Monitor the learning climate across the year group and implement strategies where needs are identified
- Analyse and interpret relevant national, local and school data, plus research and inspection evidence, to inform policies, practices and expectations
- Be responsible for enrichment in relation to the year group

**Accountability for impact on educational progress beyond assigned students**

- Identify appropriate attainment and/ or achievement targets
- Use data effectively to identify students who are underachieving and, where necessary, create and implement effective plans of action to support those students
- Monitor student standards and achievement against annual targets and across different groups of students
- Plan and implement strategies where improvement needs are identified with individuals and groups of students
- Monitor standards of student behaviour and application and make appropriate interventions
- Lead evaluation strategies to contribute to overall school self-evaluation
- Ensure that relevant attainment/ achievement targets are met

## Accountability for leading, developing and enhancing the practices of others

- Contribute to the behaviour and culture strategy of the school and share good practice from the team with the wider school community
- Maintain personal expertise and share this with other teachers
- Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
- Monitor and evaluate standards of teaching, identifying areas for improvement in the form time curriculum
- Evaluate teaching role in the school, use this analysis to identify effective practice and areas for improvement and take action to improve further the quality of teaching and learning in the form time curriculum
- Induct, support and monitor new staff
- Act as performance management team leader for identified colleagues
- Engaging parents / carers
- Establish and implement clear policies and practices for assessing, recording and reporting on students' achievement and for using this information to recognise achievement and to assist students in setting targets for further improvement
- Create a climate which enables other staff to develop and maintain positive attitudes towards the form tutor role and to have confidence in delivering it
- Help staff to achieve constructive working relationships with students

Line Management - Responsibility to and for:  
As appropriate:

To: Pastoral leadership

For: Departmental: Teaching Staff (form tutors)  
Departmental: Support Staff

### **Conditions of Employment**

The above responsibilities are in accordance with the Teachers' Pay and Conditions Act and subsequent orders in terms of duties and working time, also any local agreements, LEA Circulars and guidelines giving interpretations of teachers' conditions and service.

### **Review and Amendment**

The job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

### **Complaints**

If, following review and amendment, agreement is not reached the appropriate procedures should be used for settling any disputes.

Job Description issued by the Headteacher after consultation.

**Signed Teacher** .....

**Signed Headteacher** .....

**Date** .....