



Post:	Head of Year
Salary Grade / Scale:	SCP Pt 23-27
Hours	37 hours term time only plus 8 days (5 INSET days and 3 to be used flexibly to cover evening events)
Responsible to:	Assistant Principal

Job Purpose

The Head of Year will be expected to promote the academy's vision through the consistent and fair implementation of our values and expectations. The Head of Year will be explicitly aware of the disadvantaged students in their year group and pay particular attention to their development and academic progress. To set a culture of high aspirations and expectations within the year group/across year groups. To ensure that the year group/s are managed to enable students to achieve their optimum academic performance, enable personal excellence and engender a sense of pride in the Year Group and the academy.

Safeguarding

You are expected to be familiar with all academy policies; in particular, Safeguarding procedures and to promote the welfare of students.

Responsibilities:

Pastoral Management

- To lead and manage a team ethos with the Tutors
- To support and monitor the work of the Tutors
- To take assemblies for the year group as necessary
- To advise Faculty and Curriculum Leaders and subject staff about issues relating to the Year Group
- To be the main point of contact throughout the day for parents and carers in relation to students' successes, behaviour and barriers to learning
- To be an exemplary leader in dealing with staff, students, parents and outside agencies.

Attainment and achievement

- To analyse year group data for academic tracking and support the processes associated with intervention and quality assurance
- To be responsible for the organisation of Partnership Events & be involved with the life of year groups, such as after school clubs and year group trips
- To be involved with specific year group duties as and when required; eg Options, Transition events, GCSE revision sessions, collecting students who have not turned up for exams and supervising students on college placement
- To assist with the invigilation of exams
- To provide support to form tutors as required, taking registration and supervising students and Ready to Learn activities
- To liaise with Safeguarding Lead in relation to removing barriers to learning through Common Assessment Framework (CAF) procedures

Behaviour for Learning

- To support students in their learning and encourage positive attitudes and behaviour in and around school.
- To take a lead in managing the behaviour of the year group by championing the academy's behaviour and rewards policies.
- To monitor and support students to improve behaviour for learning, contributing to Support Plans as required
- To support the Learning Support rota assisting ALT around the academy site
- To be on call and be available for students in the year group throughout the day

Attendance

- To support attendance and monitor punctuality and devise strategies to promote good attendance. This might include tracking, report cards, contact with parents, positive rewards
- To analyse year group data for attendance and punctuality and support the processes associated with intervention and quality assurance
- To support ALT Late detention procedures by escorting students to detention where necessary
- To monitor attendance of a group of students, as determined by Attendance Banding Reports

Care, Guidance and Support

- To ensure the Anti-Bullying Policy is adhered to when dealing with cases of reported bullying.
 - To provide counselling, guidance and academic monitoring as required, as individual work or in small groups, as determined by the needs of the year group
 - To represent the academy at external agency meetings and liaise with a variety of external partners
 - To contribute to assembly programmes, celebrations and extra-curricular activities, including Open Evening
 - To support safety of students by being part of duty team rotas
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General responsibilities

- To hold high expectations for all students; respect social, cultural, linguistic, ethnic and religious backgrounds
- To be responsible for improving own practice through reflection, evaluation and discussion
- To comply with data protection policies and procedures
- To comply with academy policies and procedures
- To comply with safeguarding policy and assist with safeguarding procedures as directed by the designated teacher
- To comply with the academy Equality Policy
- To undertake any other duties commensurate with the level of responsibility that may be allocated