



Chessington School

Head of Year

Job Description

March 2026

General Duties

- To lead both the team of tutors and cohort of students. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them.
- To manage both the people and resources associated with each year group.
- To monitor the quality of learning experienced by the year group, liaising with heads of departments and offering support and guidance where necessary.
- There will be specific duties relating to the post holders year group such as the options process and post 16 destinations.
- To promote the ethos of the school through leading high quality assemblies.

Academic Progress

- To monitor the academic progress of the year group in order to secure and sustain effective learning, with particular reference to the proportion of students and groups of students making less than expected progress and more than expected progress in order to learn from these areas.
- To have an overview of the range of barriers to learning that impacting on student progress, with reference to behaviour for learning, in and out of the classroom
- To use all of the above to identify underachievement with a view to establishing and coordinating improvement strategies in conjunction with teachers and Heads of Department and to monitor the effectiveness of these strategies.
- To liaise with key staff, including the SENCO, regarding all groups of students' achievement in the year group.
- To report to the line manager on the progress of the year group and individuals.

Leadership and Management

- To act as a role model for tutors by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development and professional presence in the year team.
- To lead and manage a team of tutors and maintain regular formal and informal contact with tutors.
- To ensure all tutors understand, and are actively implementing the key aspects of the school's policies including those for behaviour, attendance, uniform and safeguarding.
- To set the agenda for tutor meetings which should include a development item.
- To make a significant contribution to the induction of tutors referring any individual training needs to the member of SLT with responsibility for staff INSET.
- To have an overview of all the different care and guidance for students' e.g. learning mentor, SENCO, teaching assistants, external agencies etc.
- To provide a link for parents, tutors, SENCO, teachers, Heads of Department, SLT and external agencies.
- To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their children.
- To contribute to the organisation of any parent information evenings by encouraging and monitoring parent attendance to such events.
- Lead a school house (students 11-18) in a range of competitive activities for the prize of the house cup and charity event
- To monitor student attendance and punctuality on a weekly basis and to take all the appropriate steps to ensure that attendance and punctuality of students in the year group are at the highest levels. To liaise with the EWO in this respect.
- To oversee students on report and make contact with parents when necessary.
- To play the leading role in the disciplining of students referring situations to the appropriate member of SLT when appropriate.
- To contribute to the management of key school events; for example induction, transfer arrangements, outings, extra curricular and social events.

Administration

- To ensure that all tutors have access to relevant materials in order to deliver high quality tutorial activities.
- To oversee 'in year' admissions for new students. This will include liaising with the member of staff responsible for admissions, meeting potential students and parents and in conjunction with key staff organising timetables and setting.
- To monitor the settling in of new students.
- To monitor students on report and ensure that the report is having the appropriate impact.
- Regularly monitor ClassCharts to reward success and intervene with repeated behaviours.
- Support teachers in removing barriers to learning.
- To be responsible for the safeguarding and promoting the welfare and personal development of students in a key stage.
- Proactively responding to CPOMS and supporting staff.
- Communicate regularly with external agencies to ensure students have the support they need, including playing a lead role in relevant meetings.
- Direct and manage the work of the student support officer.
- Support equal opportunities for all members of the school, regardless of gender, ethnicity, religion, sexuality or disability
- To have an involvement in policy development and decision making across the school

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.

This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, commensurate with the grade and job title.

The Governing Body are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS

Signed: _____

Date: _____