

The Astley Cooper School

Job Description – Head of Year

The main purpose of this role is to ensure that effective learning takes place within the Year Group and that students make appropriate progress, accessing support as necessary. To carry out this role you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school and to be instrumental in creating an ethos which facilitates the effective education of every student and ensures that they make expected levels of progress.

Your key responsibilities as a **Head of Year** are grouped in four areas of leadership and management:

Managing Policy

- To work with the appropriate member of SLT, creating a coherent team approach to managing and supporting student learning, ensuring a 'learning culture' where all students are challenged to achieve their full potential
- To identify the Year Group aims and objectives, communicate these to colleagues and evaluate success, reporting half-termly to the appropriate member of SLT and to the Headteacher and Governors when requested
- To construct the Year Group Improvement Plan and monitor and evaluate outcomes, submitting reports to SLT and governors when required
- To prepare written or verbal reports on the work of the Team as required by the Headteacher and Governors
- To promote and celebrate students' achievements and activities in the Year Group through the school's website, press releases, The Astley Cooper Newsletter and other publications

Managing Student Progress

To manage for the Year group:

- The reporting schedules and delivery of annual reports and progress grades
- The overall responsibility for the daily running of the year group
- Leading and managing the Year Group Form Tutors to ensure consistency of practice
- Monitoring and supporting the academic progress of all students in the year
- Monitoring and supporting behaviour for learning and taking action where necessary
- Induction of new students
- Organising a programme of student support and guidance including SMSC and assemblies
- Attendance and punctuality – including liaison with AIO
- The delivery of structures and activities for student support and guidance as appropriate to the tutorial programme and the options programme in Year 9 and an effective and motivational reward system which leads to termly and annual recognition and celebration
- A referral system which ensures that individual students have access to specific support as needed
- A programme of activities, competitions and social events for students within the year group
- To liaise with Subject Leaders, subject teachers and SEND to ensure that specific information concerning the achievement and welfare of individual students is shared by all interested parties and acted upon as necessary
- To monitor student behaviour in the year and to support other staff when necessary
- To represent the views of the Year Group Team at school meetings and to disseminate information to the staff as required
- To be aware of the curriculum for the year group, how it is structured and how this may impact on students' learning

Managing People

- To lead, monitor and support the work of all Form Tutors within the team ensuring consistency of practice and take appropriate action when necessary
- To lead, monitor and support the work of the Pastoral Support Assistants
- To promote the professional development of colleagues, including the induction and support of trainee teachers, new staff and supply teachers working in the Year Group
- As part of the overall school appraisal programme, to review the performance of colleagues as required, setting appropriate objectives by the required date and carrying out an interim review
- To hold regular team meetings according to published schedules and produce agendas and action points
- To meet parents and representatives of external agencies to discuss the progress of individual students

Managing Resources

- Through consultation with the Assistant Headteacher responsible for timetabling, to deploy staff effectively as Form Tutors within the Year Group to ensure the best possible learning outcomes for the students
- To be the budget holder for the relevant accounts and manage the finances efficiently in accordance with school systems and financial regulations
- To supervise the use and care of the building and of resources, ensuring the maintenance of a clean, safe and stimulating environment for learning and reporting any Health and Safety issues to the Facilities Manager immediately

These key accountabilities outline the main areas of the role: they are not a comprehensive list of tasks to be undertaken.

This job description may be varied from time to time in response to specific needs within the school and at the direction of the Headteacher.