



Job Description

Head of Year & Classroom Teacher (MPS/UPS + TLR)

Main purpose:

1. Under the direction of the Headteacher, formulate the aims and objectives of the school with a particular focus on the pastoral and academic leadership of a year group.
2. Meet the expectations set out in the Teachers' Standards.
3. Lead and manage the achievement, progress and pastoral provision for a year group of students and take responsibility for the pastoral care of students in that year group.
4. Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD).
5. The Head of Year needs to be consistently visible, accessible, and available throughout the school week to respond to emerging pastoral needs, support students, work with staff, and ensure high standards are maintained at all times.

N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school. The postholder will in addition, be expected to fulfil any reasonable instruction from the Headteacher.

Head of Year Key responsibilities: (TLR responsibility)

In addition to core teaching responsibilities as a Head of Year you will be required to undertake the following:

1. This role requires full time commitment due to the level of responsibility involved in leading the pastoral provision for a designated year group.
2. Lead and manage the achievement, progress and pastoral provision for a year group of students and take responsibility for the pastoral care of students in that year group, liaising closely with other Head of Years and SLT Line managements to ensure continuity and progression across the Key stages; and in order to address transition at key stages.
3. Track and monitor, attendance, achievement, attainment and the behaviour of students within your appointed year group to ensure that successes are recognised and any underachievement is quickly addressed.
4. Take a lead responsibility in co-ordinating appropriate intervention for students within your year group whose attendance, punctuality, achievement or behaviour is a concern.
5. Co-ordinate the delivery of the pastoral curriculum, and liaise with other Head of Years where necessary, to ensure continuity and progression of pastoral provision throughout the school.
6. Be responsible for a team of form tutors and other teaching and support staff as required. Establish good relationships, encourage good working practices and support and lead teachers in the year group.
7. Lead, support, motivate and direct support staff working within the year group.
8. Be responsible for co-ordinating and liaising with the Senior Leadership Team, other curriculum leaders, support staff and all relevant staff, LA representatives, external agencies and parents/carers.

Head of Years must also play a full part in the life of the School community, to our mission statement and ethos and to encourage staff and students to follow this example.

Classroom teacher key responsibilities:

1. Prepare and deliver lessons to classes of different ages and abilities.
2. Mark work, give appropriate feedback and maintain records of pupils' progress and development.



3. Research new topic areas, maintaining up-to-date subject knowledge, and devise and write new curriculum materials.
4. Select and use a range of different learning resources and equipment, including podcasts and interactive whiteboards.
5. Prepare pupils for qualifications and external examinations.
6. Manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour.
7. Undertake pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties.
8. Communicate with parents and carers over pupils' progress and participate in departmental meetings, parents' evenings and whole-school training events.
9. Liaise with other professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers.
10. Supervise and support the work of teaching assistants, trainee teachers and Early career teacher (ECT's).
11. Organise and participate in extracurricular activities, such as outings, social activities and sporting events.
12. Undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).

Teaching and Learning:

1. Be responsible for the quality of the teaching and learning of all assigned pupils.
2. Plan and teach well-structured lessons to assigned classes, following the school's plans and curriculum.
3. Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
4. Participate in arrangements for preparing pupils for examinations.

Whole-school organisation, strategy and development:

1. Ensuring the schools' vision is clearly articulated, understood and acted upon effectively by all.
2. Demonstrate the vision and values of the school in everyday work and practice.
3. Assist the Headteacher in the ongoing review of standards of leadership and teaching and learning, working with others on curriculum and/or pupil development to secure coordinated outcomes.
4. Create costed subject development plans which contribute positively to the achievement of the school development plan and which actively involves staff in its design and execution.
5. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures.

Health and Safety:

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
2. Promote the safety and wellbeing of pupils
3. Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Working with colleagues and other relevant professionals:

1. Collaborate and work with colleagues and other relevant professionals within and beyond the school
2. Develop effective professional relationships with colleagues.



Management of staff and resources:

1. Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers
2. Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
3. Monitor quality and standards of resources delegated to them.

Professional development:

1. Take part in the school's appraisal procedures
2. Take part in further training and development in order to improve own teaching and overall performance
3. Where appropriate, take part in the appraisal and professional development of others.

Communication:

1. Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.

March 2026