



NICHOLAS BREAKSPEAR CATHOLIC SCHOOL

JOB DESCRIPTION

APPENDIX 1

Each person is a unique creation of God. All of us are gifted. Every aspect of what we think and do should be based upon the Gospel values of Peace, Justice, Truth and Love.

We are committed to safeguarding and promoting the welfare of children

HEAD OF YEAR – Teaching and Learning Responsibility (TLR 2c)

Reporting to: Deputy Headteacher (Pastoral Care)

The Head of Year is expected to support and nurture the Catholic ethos of the school, as outlined in the Mission Statement and Aims of the School. S/he co-ordinates the spiritual, academic, social and personal development of each pupil and seeks to ensure that each pupil achieves his/her potential. The Head of Year has overall responsibility for the well-being of all pupils within the relevant year group/s

In this key role you will professionally lead, manage, develop, support and be accountable for a year team and pupils in order to ensure the highest possible standards of achievement, progress, personal development and well-being. You will be supported by a Pastoral Support Manager who will work with you to develop systems which actively raise pupil achievement and progress.

Key responsibilities: 1. Spiritual

- To lead and facilitate opportunities for spiritual growth and development: prayer, reflection, collective worship and assemblies
- To promote Gospel values of trust and respect, in accordance with the Mission & Ethos Statement
- To ensure Tutors lead or facilitate daily prayer, when not in assembly
- To fully engage and endorse the ethos and events which support the Catholic life of the School e.g. chaplaincy, liturgy, retreats and collective worship.

2. Academic & Pastoral

- To monitor all academic matters related to the year group; to liaise with parents, as appropriate
- To maintain a visible presence during the school day, in classrooms and communal areas as required
- To be readily available and visible during the lunch break to meet with pupils
- To lead the relevant academic options process in conjunction with the Deputy Head (Curriculum) and when appropriate the Head of Sixth Form.
- To produce and circulate a list of pupils for whom there are current concerns on a weekly basis
- To attend Head of Year meetings
- To chair tutors' meetings
- To liaise with tutors
- To liaise with the Deputy Head to formulate and deliver the PSHE programme, organising visiting speakers



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2. Academic and Pastoral (Continued)

- To liaise with Deputy Head (Curriculum) regarding year group timetables; to handle any queries; to formulate the Study Timetable (in conjunction with HoDs) for the year group/s
- To inform HoDs of the academic abilities of new entrants to the year group/s (data from the Deputy Head (Pastoral) and Admissions Co-Ordinator to oversee the grouping arrangements
- To plan and manage trips for the year group/s
- To oversee the arrangements for the year group/s internal/external examinations, in conjunction with the Examinations Manager, as required
- To liaise with Deputy Head (Curriculum) and the Examinations Officer to identify those pupils who are underachieving, and to put in place strategies to improve their performance
- To contribute to curriculum development by keeping abreast of any new developments
- To ensure the smooth transition of the year group/ to the next stage of their education, e.g. by assisting with the subject options process
- To liaise with the Assistant Head (Careers) with regards to careers provision, as required
- To attend special events, e.g. concerts, drama performances, involving individuals or groups of pupils in the particular year group/s
- To actively promote extra-curricular activities including house competitions, year group competitions, etc.

3. Social

- To establish a community spirit within the year group/s
- To encourage the development of friendships
- To implement effective anti-bullying procedures
- To encourage pupils to integrate through social events and other activities
- To nurture an atmosphere where pupils feel free to approach staff for help and to talk through any issues
- To organise and support year group social/charity events each year.

4. Discipline

- To ensure all the pupils in the year group/s are familiar with the Code of Conduct and general expectations of behaviour; to encourage high standards of behaviour in relationships with other pupils and with members of staff
- To work with tutors to ensure that pupils understand the necessity for school rules to enable the community to work effectively
- To oversee matters of day-to-day discipline and to deal effectively with those who fail to meet the school's expected standards of behaviour
- To monitor correct uniform and ensure pupils take responsibility for the security of their own belongings, including the appropriate deposit of money and valuables brought to School

5. Administration & Financial

- To be present in School from 8.00am-6.00pm, Monday–Thursday and 8.00am-5.00pm, Friday, in term time, in particular making good use of the time before and after school lessons to support pupils, and to liaise with parents, as set out in these Head of Year responsibilities
- Produce a middle Leaders Report once per term
- To assist with the supervision of detentions
- To monitor attendance and punctuality data and proactively act on any irregular patterns that develop
- To liaise with parents regarding un-notified absence and with the Head of Pupil Services regarding unauthorised absence
- To write reports and maintain accurate records
- To write references for pupils via the Headteacher
- To induct new staff with regard to tutor activities
- To organise year group meetings
- To contribute to the Performance Management process line reports

The nature of the work demands that discretion and confidentiality are of utmost importance at all times.

The duties and responsibilities listed above describe the TLR role as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. This role description will be reviewed annually as part of the appraisal process.

Staff Signature..... Date.....
Line Manager..... Date.....

