

## VALLEY PARK SCHOOL

### JOB DESCRIPTION

<b>Job Title:</b>	Head of Year
<b>Range:</b>	TLR 2-3
<b>School / Department:</b>	Valley Park School
<b>Base:</b>	Valley Park School
<b>Accountable to:</b>	Senior Assistant Headteacher

#### 1. Employment Duties:

As set out in the current School Contract having due regard to all Trust policies.

This school and all its personnel are committed to safeguarding and promoting the welfare of children and young persons.

Heads of Year are responsible for the support, care, guidance, attendance and progress of students in a year group.

#### 2. Particular Responsibilities:

- To develop, promote and maintain the highest standards of student behaviour for learning and conduct.
- Forming high quality relationships with students which are founded in mutual respect and promoting a positive culture within the year group.
- To monitor and support students' academic progress and performance in relation to targets set, ensuring high aspirations and achievement.
- To monitor, track and support year, form and individual student attendance and punctuality.
- To lead a team of form tutors to achieve, monitor and support students' personal, social and academic progress; including that of vulnerable students and minority groups.
- To monitor and ensure implementation of school policies and procedures in the provision, e.g. behaviour management, rewards and sanctions, etc.
- To be the safeguarding and wellbeing lead for the year group.
- To have an awareness of age-specific challenges and risks and devise appropriate strategies to support students in addressing these.

#### 3. Associated Responsibilities

##### Leadership Responsibilities

- Lead a team of form tutors.
- Monitor, assess and develop the roles of form tutors.
- Update form tutors with changes to school policy and procedures.
- Ensure that form tutors run their tutor group sessions effectively and thoughtfully.

- Be involved in decision making and policy development across the school.
- Support the professional development of form tutors and others.
- Call, agenda and document tutor team meetings.
- Demonstrate sound judgement in promoting core values of the school.

### **Student Progress**

- Manage student review processes and procedures at the relevant key stage.
- Monitor the progress of individual students.
- Contribute to student reviews and interventions.
- Take part in and support parents' evenings and other relevant school group events, driving engagement from parents and stakeholders.
- Liaise with other schools to support student transfers and placements.
- Arrange and promote activities within the year group.
- Prepare and hold year assemblies.
- Support and lead transition between key phases of students' education.

### **Student Engagement**

- Have a holistic knowledge of the students and create a positive year group culture through modelling and identifying respectful relationships.
- Promote positive behaviours through the application of rewards and sanctions.
- Monitor attendance and punctuality, taking appropriate action.
- Ensure uniform, presentation and dress codes are followed and that incidents are dealt with consistently fairly.
- Support in ensuring that students are well-equipped for school and that they develop the habits to succeed.
- Foster positive relations with families and discuss student wellbeing.
- Liaise with outside agencies.
- Meet regularly with the Senior Assistant Headteacher

### **Other responsibilities**

- Write external references and reports on behalf of the school.
  - Support the work of the Student Council and lead year Council meeting to best gauge the voice of the students.
  - Promote and contribute to co-curricular events, students' personal development, PSHE and Focus Days.
  - To be responsible for personal professional development according to the Appraisal Policy.
  - The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.
  - Two copies of this job description should be signed, the teacher retaining one and the Head teacher the other.
- a. Data Protection**
- Work within the requirements of Data Protection at all times
- b. Safeguarding**
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**c. Equality and Diversity**

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

**3. Statement**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

Signed:..... Date:.....