



Job Description

Head of Year

Post Held	Head of Year
Key Purpose	The Head of Year is responsible for the pastoral care of a year group of approximately 260-270 students. This includes providing support and guidance to students, liaising with parents and carers, and managing the day-to-day running of the year group.
Reporting to / coached by	Assistant Principal : Head Upper School/Head Lower School
General Responsibilities	<p>Shaping the Future <i>To work with the Assistant Principal : Head Upper School/Head Lower School and other leaders to create and embed a shared vision and strategic plan, which inspires and motivates students, staff and all other members of the school community. This vision expresses core educational values and moral purpose and is inclusive of stakeholders' values and beliefs.</i></p> <p>Developing Self and Working with Others <i>To recognise that effective relationships and communication are important in working with and through others. Through leading and supporting colleagues the Head of Year will establish a culture and environment where staff attached to the Upper/Lower School will achieve continuously high standards. All leaders should be committed to their own continuing professional development in order to deal with the complexity of the role and the range of leadership skills and actions required of them.</i></p> <p>Leading Learning & Teaching <i>To contribute to raising the quality of education which impacts on students' achievement, by setting high expectations in all aspects of their practice in the classroom and monitoring and evaluating the effectiveness of learning outcomes.</i> <i>The Head of Year will support the embedding of a successful learning culture that will enable students to become effective, enthusiastic, independent learners, committed to life-long learning.</i></p>
Specific Duties	<p>The Head of Year responsibilities include:</p> <ul style="list-style-type: none">• Providing a safe and supportive environment for students• Having a key role for safeguarding and child protection across the year group (including online safety)• Contributing to safeguarding related strategy discussions and inter-agency meetings, and contribute to the assessment of children.• Understanding and responding to the particular challenges that students might face from within their year group including but not limited to those students who are in care, those students who are subject to enhanced support by Early Help and Social Services, those students for whom the school receives Pupil Premium funding, those students who have a SEND• Providing support and guidance to students including<ul style="list-style-type: none">○ academic, social, and emotional issues○ promoting positive relationships between students, staff and parents• Working closely with teachers and other members of staff to ensure that students are making good progress academically and socially.

	<ul style="list-style-type: none"> • Ensuring that through good attendance, engagement and behaviour students achieve their full potential academically and personally. • Liaising with parents and carers • Managing the day-to-day running of the year group, including: <ul style="list-style-type: none"> ○ Overseeing the work of mentors and coordinating the mentor time curriculum ○ Delivering assemblies and focussed year group sessions ○ Overseeing the delivery of the PSHE curriculum within mentor time in collaboration with the Head of PSHE ○ Promoting and supporting high levels of compliance to school rules and expectations, engagement, attendance and punctuality ○ Rewarding and recognising students' positive contributions and successes ○ Addressing issues of poor behaviour ○ Sanctioning students in line with school policies should their behaviour warrant it ○ Working with the Assistant Principal for the Upper/Lower School in organising and running year group events and promoting extracurricular opportunities ○ Maintaining excellent records related to internal and external communications, behaviour, safeguarding, and recording the rationales behind decision making and interventions • Contributing to the development of school policies and procedures • Carrying out other duties as required by the Executive Principal
Leadership Coach	Assistant Principal : Head Upper School/Head Lower School
Leadership of People	Year Manager Year Mentors
Teaching Load	36 Periods
Pay Scale	TLR2C
Reviewed	November 2023