



## Head of Year

### General

- To work as a member of the Head of Year team under the direction of the Senior Leadership Team.
- To ensure all staff working in the year team are actively implementing the Academy's policies.
- To implement and support all Academy policies.
- To support raising the standards of attainment, learning and progress of a year group to ensure all students receive high quality lessons.
- To coach and mentor key stage staff to raise standards in learning and progress and to develop strategies to support student wellbeing and success.
- To work with teachers and support staff to ensure attainment, learning and progress within the curriculum to be high quality including all student groups.
- To line manage staff with a focus on delivering high quality learning and progress.
- To be the link between the year group and the rest of the Academy to ensure accurate and effective communication in all formats including assemblies, meetings etc.
- To lead the Academy's rewards system for the year group to promote student achievement and self- esteem.

### Academic, Personal and Social

- To lead tutors and the cohort of students to implement the Academy vision, identifying key areas for improvement and planning appropriate actions to meet them.
- To manage staff and resources associated with the year group.
- To monitor the quality of learning experienced by the year group, liaising with other leaders and managers and offering support and guidance where necessary.
- To support the delivery of CPD to appropriate staff.
- To support the curriculum and timetable from a pastoral perspective; this is to involve adapting and modifying programmes of study and timetables for individual students to raise attainment.
- To have an understanding of learning and progress within the curriculum and timetable which allows personalisation.

- To collaborate and share High Quality practice within the Academy and the wider community.
- To co-ordinate and deliver all transition events associated with the year group e.g. Primary to Year 7, Options Process, Post 16.
- To support and promote all aspects of the Academy Improvement Plan.
- To write, promote and implement a Head of Year Improvement Plan.

### **Community**

- To ensure communication with parents/carers is accurate, timely and synchronises with Academy policy.
- To support Primary Liaison and relevant outreach programmes.
- To support teaching and learning for the relevant year group, Academy and wider community.
- To work in partnership with a range of outside agencies.