

**JOB TITLE: Head of Year**

**SALARY LEVEL: MPG + TLR 2a £6982**

**JOB PURPOSE:** To provide middle management leadership, guidance and support to form tutors and their pupils in tracking pupil progress and promoting effective learning and personal development.

**LINE MANAGEMENT: Accountable for:** Staff and pupils associated with the duties and responsibilities outlined below.

**Accountable to:** Assistant Headteacher

***Duties and Responsibilities:***

This is a leadership position. Middle leaders are expected, at all times, to exhibit quality leadership and management in executing their duties and serve as role models to more junior colleagues. The following details the main areas of responsibility of the postholder to drive, develop, manage, monitor and evaluate. It is expected that the postholder will be proactive in ensuring he / she fulfils the duties of the post.

NB. A Head of Year is required often to balance pastoral and curricular time. It must be clearly stated here that class teaching duties take priority over pastoral matters. Where a pastoral issue requires immediate attention and the Head of Year has teaching commitments, it must be referred to the appropriate duty member of staff, via Pupil Services.

1. To ensure that all pupils within the year group are known and feel valued as individuals by respective tutors.
2. To promote a purposeful and positive ethos in the year group within which pupils can progress and develop and where the highest standards of effort, conduct and attainment are set and expected.
3. To monitor and track the progress of all pupils within the year group, identifying and responding to any concerns in liaison with heads of department; ensuring that all groups of students are able to make the maximum progress possible.
4. To initiate contact with parents / guardians where there is cause for concern regarding pupil progress. To provide support for staff in ensuring the school’s code of conduct is followed by pupils, within the year group.
5. To monitor the attendance of all pupils within the year group and in consultation with the assistant headteacher, develop strategies for rewarding and promoting good attendance and coordinate with the attendance team.
6. To be responsible for the welfare and discipline of pupils within the year group, dealing with incidents in accordance with school procedures.
7. To develop an annual programme of Personal, Social and Health Education ensuring it meets the developmental needs of the year group.
8. To lead and develop a team of tutors, providing guidance and support to ensure effective relationships are formed which promote positive school values and pupil progress.
9. To ensure the team of tutors are effectively delivering the PSHE programme.
10. To promote and monitor the effectiveness of the school’s system of rewards and sanctions, ensuring it is appropriate to the needs of pupils.

11. To lead a designated whole school pastoral focus and develop a school action plan in respect of this*.*

1. To direct and monitor the use of tutorial time ensuring it is well used in accordance with the tutorial curriculum.
2. In key stage 3, to manage the use of the form diary system within the year group, ensuring the diaries are used and valued by tutors and pupils as an effective tool for monitoring progress, conduct and homework.
3. To lead assemblies in accordance with the published programme of Collective Worship for the year group, ensuring such occasions are well ordered, purposeful and contribute to the personal and spiritual development of pupils within the year group.
4. To refer any child protection matters immediately to the DSL, in accordance with school procedures.
5. To initiate regular, purposeful and time efficient meetings, which have agendas and minutes and are noted with form tutors, in accordance with the agreed schedule of meetings, to promote effective progress and pastoral care of pupils.
6. To manage the organisation of parents’ consultation events including Parent Information evenings, within the year group, including parent voice feedback.
7. To develop an annual year improvement plan (YIP), a self evaluation form for the year group and any other reports as may reasonably be requested.
8. To liaise with external agencies regarding matters appertaining to pupils within the year group, referring through the Early Help process when required and attending related meetings.
9. To gather, record and review information of each student’s behaviour and trigger strategic interventions where necessary to improve this, including referral to PRU or AC provision where internal strategies have not led to sufficient improvement in behaviour.
10. To manage the arrangements for any pupils on report.
11. To enable a range of appropriateeducational experiences for pupils within the year group, eg. residential opportunities, community events.
12. To undertake at least one annual review of the year group with a particular focus as agreed with the Senior Leadership Team and produce a subsequent action plan.
13. To participate in the school’s on-call system, as required, to ensure the smooth and effective operation of the school.
14. To ensure that all students attend school in accordance with the school’s uniform policy. To communicate with any parents/carers when this is not happening.
15. To attend and participate in COMM and Pastoral meetings.
16. To be responsible for health and safety within your working area and to report any concerns to your line manager.
17. To undertake any other duties the line manager / Headteacher may reasonably require.

September 2021