

Job Description

Post Title:	Head of Year
Reporting to:	Deputy Headteacher - Pastoral
Responsible for:	<p>Responsible for</p> <ul style="list-style-type: none"> Ensuring all students make academic progress and fulfil their potential. Providing pastoral care and support alongside the Heads of House to ensure students reach their potential
Liaising with:	SLT, pastoral admin staff, teaching staff
Working Time:	Full-time
Salary/Grade:	TLR2
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
	<ul style="list-style-type: none"> To be responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy. <p>Transition:</p> <ul style="list-style-type: none"> Liaise with feeder primary schools and all relevant agencies to ensure a smooth transition for all students. Lead and manage Year 5 and Year6 transition days. Manage the programme of primary liaison across the year in conjunction with Heads of Faculty. Liaise closely with all faculties and Heads of House to ensure students perform to their potential and behaviour to the highest standards possible. Monitor and track student performance data, implement and track impact of appropriate interventions. Discipline students in line with the schools Behaviour Policy. Organise and lead year assemblies. Take responsibility for designated year events and PSHE programmes and days as agreed with the pastoral deputy. Lead the team of Year 7 form tutors to ensure all students' potential is achieved. Develop home school links and build positive relationships with parents. Liaise closely with all faculties and Heads of House to ensure students achieve their potential and behaviour to the highest standards possible. Quality assure the tutor time programme supporting tutors as necessary. Manage the programme of social skills development for all Year 7's.

- Chair appropriate year group meetings where necessary and provide appropriate documentation.
- Make appropriate referrals and liaise closely with outside agencies to ensure all students receive appropriate care and guidance.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Classroom teacher duties as outlined in the job description for Classroom Teacher below:
- To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, curriculum and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and subject
- To contribute to the Curriculum Area and subject's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.
- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To be responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

	<ul style="list-style-type: none"> • To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To comply with the school's Health and safety policy and undertake risk assessments as appropriate. • To undertake any other duty as specified by STPCB not mentioned in the above. • To undertake any other duties as required by the Headteacher.
Other Specific Duties:	
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p>	
<p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken and written aspects of the role with confidence in English will be required. Conversing at ease with the public including students, answer questions and provide advice, including the use of appropriate specialist terminology relevant to the job role/profession and where necessary for an extended period of time.</p>	
<p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	

January 2024

Safeguarding:

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The post holder is responsible for ensuring they adhere to the School's Child Protection Policy and that any concerns are raised in accordance with this policy. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.