



## **HEAD OF YEAR : JOB DESCRIPTION**

Under the direction of the Deputy Headteacher and Heads of School, the Head of Year will be expected:

1. To be a member of the Pastoral Team, play a key role in safeguarding students and upholding school standards
2. To carry out the school aim of enabling each student to have equal opportunity and to achieve their full potential in terms of their academic, social, spiritual, moral and cultural development, irrespective of age, ability or background
3. To foster an atmosphere of mutual respect, confidence and tolerance in all matters, involving both students and staff
4. To work with the Head of School, Form Tutors, Subject Leaders and Curriculum Leaders to facilitate the pastoral team's support for students' academic progress, including target setting, self-evaluation and performance reviews and to ensure work is sent home for absent students
5. To set and maintain high standards of conduct and behaviour in line with the school's eight expectations and Behaviour for Learning Policy and procedures, both in and out of lesson time. In addition, this covers student conduct to and from school, during lunchtime, morning break and movement between lessons
6. To set high standards amongst Form Tutors to ensure the consistent and effective implementation of the pastoral / guidance role by all staff, aimed at student support, encouragement and motivation
7. To lead the team of Form Tutors effectively in establishing and monitoring high standards of uniform, punctuality and attendance
8. To plan and chair weekly briefings with Form Tutors to brief and be briefed on relevant issues
9. To ensure the tutor time programme is operated effectively by the Form Tutors for all students
10. To maintain a high profile during morning registration in order to help Form Tutors maintain the highest standards of student behaviour and school uniform
11. To work with Heads of School and the Attendance and Punctuality Improvement Worker to monitor, challenge, support and improve attendance
12. To promote positive behaviours based on addressing the spiritual, moral, social and cultural development of students, e.g. through assembly themes, 'Thought for the Week' and 'Star of the Week'
13. To lead and present assemblies

14. To develop in students a respect for school property including pride in both how the tutor room and the wider school environment are maintained
15. To promote a corporate feeling within the year by helping to encourage social activities, community involvement and a purposeful attitude to work
16. To be responsible for maintaining all appropriate records including:
  - Student records / files / CPOMS
  - School Assessment Procedures
  - School Behaviour Reports
  - Homework checks
  - Support Log (via Student Services Officer)
17. To lead on implementing and monitoring the system of rewards and sanctions appropriately
18. To celebrate student achievement, including bringing details of student achievement to the attention of the Pastoral Team
19. To encourage student participation and involvement in the life of the school e.g. through School Council representation. To lead the Year Council
20. Build positive relationships and communicate effectively with parents, celebrating success and working with them where further support and guidance are necessary.
21. To play a major role with the organisation of Parents' Evenings and other relevant events in the School calendar
22. To coordinate information received from staff, parents and outside agencies regarding individual students, ensuring that this information is distributed correctly and checking that action is taken where and when necessary
23. To organise procedures and documentation for new students as well as those leaving the school
24. To maintain regular liaison with the appropriate Head of School
25. To support the professional development of staff in all matters relating to pastoral life or guidance
26. To liaise effectively with external agencies as appropriate
27. To liaise with the Pastoral Inclusion Manager
28. To liaise with the careers lead to ensure all students have access to the relevant part of the school's CEIAG strategy

#### **Specific to Heads of Year 10 & 11**

- To work with the CIAG Team on the compilation of records of achievement
- To work closely with Head of School and Head of Sixth Form to prepare students for transition to Key Stage 5
- Supporting students' preparations for their GCSE examinations, including liaising with the Head of School regarding the coordination of revision

**Specific to Heads of Year 8 & 9**

- To work closely with the Head of School and Deputy Headteacher to prepare students for transition to Key Stage 4 in Year 8. To further support students in Year 9 as they transition to the KS4 programmes of study.

**Specific to Head of Year 7**

- To liaise with Community Liaison Co-ordinator to direct work with partner primary schools
- To liaise with primary schools in order to facilitate a smooth transition to Year 7
- To lead and organise Invitation Days for Year 5 and 6 pupils
- To lead, organise and take responsibility for: Year 6 Welcome Day; Year 6 Parents' Information Evening and Induction booklets