



### Job Description – Head of Year

<b>TLR Factors</b>	
(a) Impact on educational progress beyond the teacher’s assigned students;	
(b) Leading, developing and enhancing the teaching practice of others;	
(c) Having accountability for leading, managing and developing a subject or curriculum area or student development across the designated cohort;	
(d) Having line management responsibility for a significant number of people.	

TLR Factor	<b>Purpose:</b>
a	<ul style="list-style-type: none"> <li>To raise standards of student development, attainment and achievement across the year group and to monitor and support student progress.</li> </ul>
c	<ul style="list-style-type: none"> <li>To be accountable for student progress and development within the year group.</li> </ul>
b	<ul style="list-style-type: none"> <li>To develop and enhance the teaching practice of others.</li> </ul>
c	<ul style="list-style-type: none"> <li>To be accountable for leading and managing student development in the year group.</li> </ul>
c	<ul style="list-style-type: none"> <li>To promote student voice within the year group through involvement with the school council.</li> </ul>
d	<ul style="list-style-type: none"> <li>To effectively manage and deploy teaching/support staff, financial and physical resources within the year group to support students’ development and progress.</li> </ul>
	<b>Reporting to:</b> Leadership Team line manager.
	<b>Responsible for:</b> <ul style="list-style-type: none"> <li>providing a full learning experience and pastoral support for students.</li> <li>teaching and support staff attached to the year team.</li> </ul>
	<b>Liaising with:</b> Headteacher, Leadership Team line manager, other Achievement Leaders and staff with relevant cross-school responsibilities, teaching staff, relevant support staff, LEA representatives, external agencies and parents.
	<b>Working time:</b> 195 days per year. Full-time.
	<b>Teaching and Learning Responsibility 2d</b>

bd	<b>Operational/Strategic Planning</b>
a	<ul style="list-style-type: none"> <li>The day-to-day management, control and operation of pastoral support within the year group, including effective deployment of staff and physical resources.</li> </ul>
a	<ul style="list-style-type: none"> <li>To actively monitor and follow up student progress through data analysis and evaluation of learning focused lesson observations of targeted students. Student learning to be monitored with Tutor and Pastoral Assistant so that regular reporting on learning in the year can be provided to the Leadership Team.</li> </ul>
c	<ul style="list-style-type: none"> <li>To implement and support school policies and procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Attendance, etc.</li> </ul>
c	<ul style="list-style-type: none"> <li>To work with colleagues to formulate aims, objectives and strategic plans for the year team which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.</li> </ul>
c	<ul style="list-style-type: none"> <li>To lead and manage the business planning function of the year team, and to ensure that the planning activities of the year team reflect the needs of students within the year group</li> </ul>

d	and the aims and objectives of the School Improvement Plan.
ba	<ul style="list-style-type: none"> <li>To link with the Leadership Team and Pastoral Assistant to ensure that work in the year group fully reflects the school's distinctive ethos and mission.</li> </ul>
c	<ul style="list-style-type: none"> <li>In conjunction with Curriculum Leaders to support students' completion of homework.</li> <li>To ensure that Health and Safety policies and practices, including risk assessments, throughout the year team are in line with national requirements and updated where necessary, liaising with the school's Health and Safety Manager.</li> </ul>
c	<p><b>Curriculum Provision and Development:</b></p> <ul style="list-style-type: none"> <li>To liaise with Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan and school self-evaluation.</li> <li>To lead curriculum development for the year team.</li> <li>To keep up to date with developments in pastoral work and teaching practice and methodology.</li> <li>To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>To ensure that the pastoral development is in line with national developments.</li> </ul>
b	<p><b>Staff Development Recruitment &amp; Deployment</b></p> <ul style="list-style-type: none"> <li>To work with Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> </ul>
d	<ul style="list-style-type: none"> <li>To be responsible for the efficient and effective deployment of the year team's support staff.</li> </ul>
c	<ul style="list-style-type: none"> <li>To undertake Performance Management Reviews and, if required, to act as reviewer for a group of staff within the designated year team.</li> </ul>
ac	<ul style="list-style-type: none"> <li>Provide training and support for Pastoral Assistant's Learning focussed lesson observation of targeted students.</li> </ul>
d	<ul style="list-style-type: none"> <li>To make appropriate arrangements for tutor groups when staff are absent, ensuring appropriate cover within the year team liaising with Cover Supervisors / relevant staff to secure appropriate cover within the year team.</li> </ul>
d	<ul style="list-style-type: none"> <li>To participate in the interview process for staff when required and to ensure effective induction of new staff in line with school procedures.</li> </ul>
d	<ul style="list-style-type: none"> <li>To promote teamwork and to motivate staff to ensure effective working relations.</li> </ul>
b	<ul style="list-style-type: none"> <li>To participate in the school's ITT programme.</li> </ul>
d	<ul style="list-style-type: none"> <li>To be responsible for the day-to-day management of staff within the year team and act as a positive role model.</li> </ul>
c	<p><b>Quality Assurance:</b></p> <ul style="list-style-type: none"> <li>To ensure the effective operation of quality control systems agreed with the Leadership Team.</li> </ul>
cd	<ul style="list-style-type: none"> <li>To establish the target-setting process within the year team and work towards their achievement.</li> </ul>
abd	<ul style="list-style-type: none"> <li>To establish common standards of practice within the year team and develop the effectiveness of student support and teaching and learning styles throughout the year team.</li> </ul>
bc	<ul style="list-style-type: none"> <li>To contribute to the school monitoring of learning through lesson observation of targeted students.</li> </ul>
ab	<ul style="list-style-type: none"> <li>Ensure tutors prepare well for Student Review and that interviews are professionally delivered.</li> </ul>
bcd	<ul style="list-style-type: none"> <li>To implement school quality procedures and to ensure adherence to those within the year team.</li> </ul>
abcd	<ul style="list-style-type: none"> <li>To monitor and evaluate the year team in line with agreed school procedures including</li> </ul>

	<p>evaluation against quality standards and performance criteria.</p> <ul style="list-style-type: none"> <li>• To seek/implement modification and improvement where required.</li> <li>• To ensure that the year team's quality procedures meet the requirements of school self-evaluation and the Strategic Plan.</li> </ul>
<p>cd ac acd d c c c</p>	<p><b>Management Information:</b></p> <ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date year group information on the management information system.</li> <li>• To analyse, evaluate and intervene in response to findings from the performance data provided.</li> <li>• To identify and take appropriate intervention action on issues arising from quality of learning lesson observations, data and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> <li>• To produce reports within the quality assurance cycle for the year and leadership team.</li> <li>• To produce reports on student progress and performance, including the use of value-added data.</li> <li>• In conjunction with Leadership Team, to manage the year team's collection of data.</li> <li>• To provide the Governing Body, Headteacher and Leadership Team with regular updates based on relevant information relating to the year group's performance and development.</li> </ul>
<p>bd cd c d</p>	<p><b>Communications:</b></p> <ul style="list-style-type: none"> <li>• To ensure that all members of the year team are familiar with its aims and objectives.</li> <li>• To ensure effective communication and consultation as appropriate with the parents of students.</li> <li>• To liaise with partner schools, further education, employers, LEA support services and other relevant external bodies.</li> <li>• To represent the year team's views and interests.</li> </ul>
<p>ac ac acd</p>	<p><b>Pastoral System:</b></p> <ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of students within the year team.</li> <li>• To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>• To ensure the behaviour management system is implemented across the year so that effective learning can take place.</li> </ul>
	<p><b>Teaching:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• To assess, record and report on the students' attendance, progress, development and attainment and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• To ensure that ICT, literacy, numeracy and school subject specialism(s) are reflected in the teaching / learning experience of students.</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for students that meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of teaching methods to stimulate learning, appropriate to student needs and syllabus requirements.</li> <li>• 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.</li> </ul>

	<ul style="list-style-type: none"> <li>• To undertake student assessments as requested by examination bodies, departmental and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>
acd	<p><b>Additional Duties:</b> To play a full part in the life of the school community, to support its distinctive ethos and to encourage staff and students to follow this example.</p>
	<p><b>Other Specific Duties:</b></p> <ol style="list-style-type: none"> <li>1. (If a post-Threshold teacher:) To make a substantial and sustained contribution to the work of the school as agreed with the Headteacher.</li> <li>2. To support the school in meeting its legal requirements for worship.</li> <li>3. To actively promote the school's corporate policies.</li> <li>4. To continue personal development as agreed.</li> <li>5. To actively engage in the performance management process.</li> <li>6. To undertake any other duty as specified by STPCB not mentioned in the above.</li> </ol> <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. 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. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. 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. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p> <p><b>May 2022</b></p>