



Heathcote School and Science College - *Encourage, Challenge, Succeed*

JOB DESCRIPTION

Job Title:	Head of Year
Responsible to:	Headteacher/SLT - tbc
Responsible for:	Year 7
Grade/Pay Range:	TMS / UPS + TLR 1a

Job Purpose

- **To ensure that pupils are supported to 'be the best they can be' in all aspects of school life and they embrace the vision of 'encourage, challenge and succeed'**
- **To raise standards across the year group resulting in high levels of engagement and success in school (as measured in progress data, high attendance and low levels of internal/external exclusions)**
- **To ensure the year group is compliant with all the school's policies and systems**

All teachers at Heathcote School are expected to uphold the school vision and ethos on a daily basis through their professional conduct.

All teachers' job descriptions define the responsibilities of the postholder as being:

- Under the reasonable direction of the Headteacher to carry out the professional duties of a school teacher as set out in the School Teachers' Pay & Conditions Document (STPCD)
- To comply with Health and Safety at Work Legislation

All staff will be responsible to their Heads of Department, the Headteacher and Senior Leadership Team of the school for ensuring the general good order and discipline of the school, and in the implementation of the School Improvement Plan (SIP) and all policies. All staff are expected to have a clear understanding of the vision, aims, and ethos of the school, and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of the school are seen as inter-related.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Main Responsibilities for Head of Year

- Line managing tutors, and ensuring that the tutor programme is well delivered
- Delivering effective and impactful whole school assemblies
- Raising standards of pupils progress and attainment within the year group, and to monitor and support pupils progress
- Interpreting data for the year group to assess pupils progress and attainment put necessary actions in place including developing a clear action plan/review after each data drop and disseminating this to Line Managers or other SLT responsible for progress
- Monitoring, intervening and leading on attendance and punctuality strategies within the year group with the support of the relevant pastoral staff
- Leading and initiating intervention strategies for pupils whose progress is affected by social issues via the referral processes
- Implementing the Schools Vision and Improvement Plan through the development of the Year Team Improvement Plan (YIP)
- Planning and implementing an effective MER programme across the year group including learning walks, pupil voice, book looks
- Producing a self-evaluation report including analysis of data and attend annual and bi-annual review meetings
- Line managing form tutors within the Year Team
- Leading year team meetings
- Ensuring all tutors participate in the appraisal process, and contribute in setting appraisal targets linked with their pastoral role
- Ensuring that all tutors within the year team effectively implement school policies and procedures
- Supporting, developing and enhancing the tutoring practice of all others working within the year team
- Leading strategies to increase parental engagement with support from pastoral staff
- Leading Educational Visits to support the year group
- Ensuring that successes within the year group are recognised and promoted in school marketing
- Leading on primary schools links (with the support from a Senior Leader) with an emphasis on promoting the school to prospective pupils with a particular focus on year five pupils
- Lead on the transition of pupils from primary to secondary school working with key post holders to ensure a seamless transition
- Planning and implementing an effective changeover of pupils whom have differing needs and ensuring these needs are met
- Visiting and liaising with local feeder schools and conduct information gathering to prepare the school
- Lead an induction programme for year 6 pupils
- Handover of Year 7 pupils to new Head of Year during Summer Term
- Leading on planning and resourcing tutor time activities within an identified Scheme of Work
- Promoting literacy and numeracy through a year group approach with support of other key staff with responsibility in this area– this may include Accelerated Reader for years 7 and 8, and Revision Skills in years 9,10 and 11
- Leading the assembly programme (with support from a Senior Leader and teacher in charge of PSHCE) with an emphasis on SMSC (Spiritual, Moral, Social and Cultural Understanding)
- Having a visible presence around the school during the day, and supporting with movement around the school
- Supporting the management systems of the school by undertaking duties in line with the role, including before and after school duties (one day per week) and being part of the on call rota
- Monitoring and delivering effective behavioural responses
- Leading on the rewards strategy for your year group

- Liaising with pastoral staff including attending relevant meetings (such as the Referral Meetings) to ensure pupils' needs are met either within the school or with the support of outside agencies
- Referring pupils to relevant staff such as the Home School Worker or SENDCO when appropriate
- Managing the process of PSPs for pupils in liaison with the Inclusion Manager
- Engaging with external services where required
- Ensuring that behaviour is monitored and strategies implemented across the department
- Leading a highly vigilant approach to safeguarding across the year group
- Being responsible for monitoring progress and outcomes across the year group, and lead intervention strategies where required
- Monitoring progress by key groups, and ensuring strategies are in place to ensure gaps are closed
- Being responsible for Health and Safety within the year group area, including Fire Evacuation

Appraisal & Continuous Professional Development:

- Ensuring adherence to the Teacher Standards
- Participating in any arrangements within an agreed national framework for the appraisal of her / his performance and that of other teachers.
- Reviewing from time to time her / his methods of teaching and programmes of work.
- Participating in arrangements for her / his further training and professional development as a teacher.
- In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for her / his supervision and training.
- Working towards meeting of Threshold Standards or UPS standards, where relevant.
- Undertaking any reasonable direction from the Headteacher.

School Ethos:

For Heathcote staff in general:

- Playing a full part in the life of the school community, supporting its distinctive vision and ethos and leading staff and pupils in doing the same
- Actively supporting the school's corporate policies and aspirations
- Adhering to the staff professional code of conduct as developed collectively by staff
- Complying with the school's Health and Safety Policy and undertaking risk assessments as appropriate
- Checking emails on a daily basis to keep up to date with issues communicated within the school.

All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.

We show respect by:

- Listening to what others have to say
- Thinking about our body language and demeanour
- Praising in public and challenging in private
- Working within an ethos of high challenge and low threat

We show responsibility by:

- Being proactive
- Keeping to deadlines
- Being consistent

- Being on time
- Doing our jobs to the best of our ability
- Offering help and support to others when needed
- Always being ambitious and solution-focused

We show integrity by:

- Owning up to mistakes
- Being open, reflective and honest
- Having a culture of no blame
- Doing the right thing even though it may be difficult
- Treating everyone equally

CONFIRMATION OF JOB DESCRIPTION

POST: **Head of Year**

NAME:

I confirm that I have read this job description and person specifications

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

The job description is current at the date below but will be reviewed on an annual basis and, in consultation with you, may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

Signatures:

Signed.....
(Teacher)

Date

Signed.....
(Headteacher)

Date.....