

JOB TITLE:	Head of Year
REPORTS TO:	Head of School
DEPARTMENT:	Pastoral
SECTION:	Secondary School

PURPOSE OF JOB

To develop and lead on establishing a strong, positive and shared vision and ethos for the year group in partnership with the Pastoral Manager.

To develop, implement and monitor pastoral policies and practices which reflect the school's commitment to high standards, high expectations, high achievement and to effective teaching and tutoring and ensure a consistent team approach to improve student progress.

To lead, develop and support a productive, positive and effective team of tutors and co-tutors encouraging openness, shared and delegated decision-making, and a sense of common purpose

This job description is to be read in conjunction with the [Standards for Teachers](#) at an appropriate level.

PRINCIPAL ACCOUNTABILITIES

Head of Year

- Develop and lead on establishing a strong, positive and shared vision and ethos for the year
- Take responsibility for academic standards within Year by raising expectations and ensuring all students are aware of their targets and are supported to achieve them
- Use data to identify attendance and punctuality issues and ensure these are followed up as required
- Take responsibility for the welfare of students; following up incidents and resolving conflicts as well as making sure others are informed of actions taken including parents
- Maintain detailed records and student files
- Lead the year group team
- Lead, develop and support a productive, positive and effective team of tutors and co-tutors; encouraging openness, shared and delegated decision-making, and a sense of common purpose
- Monitor the rewards and sanctions system across the Year Group
- Support Tutors in ensuring the school uniform code is followed
- Support Form Tutors by both counselling and mentoring students and sanctioning students as and when appropriate.
- Communicate effectively and efficiently within the year to staff, students, parents and with others in the school and its community

- Challenge under performance of staff in the year and provide support through coaching and mentoring
- Promote positive and stimulating environment in form time
- Monitor and evaluate the quality of tutor time
- Chair Tutor Team meetings and attend Pastoral Team meetings
- Work with the Senior Leadership Team to innovate, develop and implement whole school priorities and promote a whole school vision.

Teaching

- Carry out the duties of a teacher in accordance with the agreed policies of the school.
- Set high expectations for all pupils; inspiring, motivating and challenging them to progress.
- Establish a safe and stimulating learning environment for pupils, rooted in mutual respect.
- Promote a love of learning and pupils' intellectual curiosity.
- Demonstrate and model consistently the positive attitudes, values and behaviours which are expected of pupils.
- Understand pupils' capabilities and their prior knowledge, planning teaching to build on these.
- Guide pupils to reflect on the progress they have made and their emerging needs.
- Demonstrate knowledge and understanding of how pupils learn, barriers to learning and how these can impact on teaching.
- Encourage pupils to take a responsible and conscientious attitude to their own work and study.
- Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy, and the correct use of English, and take responsibility for promoting high standards in numeracy.
- Make effective use of lesson time to impart knowledge and develop understanding.
- In accordance with school policy, set homework to consolidate and extend knowledge and understanding.
- Demonstrate an awareness of the physical, social and intellectual development of pupils and know how to adapt teaching to support their education at different stages of development.
- Have a clear understanding of the needs of all pupils, including those with special educational needs, higher attainers, and those with English as an additional language and those with disabilities and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Have a secure understanding of how a range of factors, such as socio-economic deprivation and adverse childhood experiences can inhibit a pupil's ability to learn and how best to overcome these.
- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.
- Provide opportunities for pupils to feedback on what supports their learning and on their experiences in the class and wider school community.
- Share in the corporate responsibility for the wellbeing of all pupils.
- In accordance with school policy, have clear rules and routines for behaviour in classrooms and take responsibility for promoting good and courteous behaviour both in classrooms and around the school.
- Work in partnership with parents and carers to support the progress and development of their child or young person.
- Show self-awareness of own strengths, areas for development, biases and prejudices and be committed to both self-care and self-improvement.
- Ensure resources used in the classroom reflect the diversity of the school and wider community and represent non-stereotypical views that promote the aspirations of all pupils.

School Responsibilities

- Undertake playground, lunch and other duties as required
- Attend school meetings and INSET on a regular basis and take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
- Make a positive contribution to the wider life and ethos of the school and be an active team member.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support, working as a team to provide consistency.
- Liaise with colleagues in and outside school in order to provide high quality provision and care for all pupils.
- Contribute to the school's public sector duty under the Equality Act (2010) to eliminate discrimination, promote equal opportunities and foster good relations.

Personal and professional conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct.

The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - treating pupils with understanding and dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
 - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
 - showing respect for the rights of others and an understanding of diversity and difference
 - working to promote the values of the school and British values
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensuring that personal beliefs and experiences are not expressed in ways which are harmful to pupils, exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.