

Post: HEAD OF YEAR

Responsible to: Assistant Head (Welfare)

Scale: TLR 2c

Overall purpose: To provide leadership and management of a team of tutors to ensure students attend school, are safe and make good progress. To manage the academic and personal progress of the pupils in the year group especially those in vulnerable groups

Job description: The duties outlined in this job description are in addition to those outlined by Main Pay Scale job description, the Teachers' Standards and the latest 'School Teachers Pay and Conditions' document. The job description will be reviewed regularly to reflect or anticipate changes to the job, commensurate with the salary and areas of responsibility.

With the Senior Leadership Team the post holder will:

- deliver the Sponsors' vision and translate into practice the underpinning Christian values and moral purpose of the Academy
- ensure that all the Academy policies are implemented
- take role in developing a learning culture with high expectations in a safe and secure learning environment
- to contribute to whole school policy making and review, including the Academy Development plan and self-evaluation

Specific responsibilities:

Leadership:

- to ensure the Academy is an inclusive institution serving the whole community within the traditions and values of the Church of England
- to be responsible for the personal development and academic progress of all students in the year group, using data effectively to identify areas where students need additional support and work with appropriate agents including the interventions manager to implement
- to lead the tutor team in the delivery of a tutoring programme and in academic, spiritual, moral, social, cultural and sporting areas by planning a programme of activities, including charitable and fund-raising work.
- to lead on a whole school cross year aspect
- to support tutors in seeking parents' support in achieving students' progress
- to organise and attend consultation where parents or your team's students are present
- to ensure timely, professional and supportive communication with all stakeholders to ensure students make progress.
- to act as duty teacher within the school's behaviour policy (on-call).
- to support the Academy's Safeguarding and Prevent duties

Curriculum:

- to monitor all relevant year group data and co-ordinate interventions so that students develop academically, emotionally, spiritually and socially
- to monitor standards of progress and achievement through student tracking
- to monitor attendance and punctuality and ensure strategies are implemented which improve attendance
- to monitor and report on student welfare, uniform and discipline taking appropriate

action where necessary

- to maintain a tradition of opportunities for collective worship, celebration and spiritual reflection
- to support the organisation and management of parent's evenings.
- to ensure that students are informed and advised appropriately at all transition points
- to monitor and evaluate all aspects of the work of the tutor team and use this to inform priorities and targets for improvement
- to create and manage student voice opportunities as required

Personnel:

- to create and maintain good working relationships among all members of the Academy community
- to lead and manage a team of tutors to achieve the school's aims and mission and ensure the progress of students whilst also making tutors accountable for fulfilling their role
- to assume accountability for the performance of a tutor team, appraise performance and manage individual and team development needs
- to work with the other Heads of Year, the Education Welfare Officer, and members of the welfare and inclusion & behaviour teams
- to develop positive approaches to tutoring, between tutors and students and between tutors and parents, so that students have every opportunity to become confident and positive citizens, enthusiastic about their own progress and place in society
- promote and maintain good communications within the year group and with appropriate external agencies.

Finance:

- to apply best value for money principles to secure resources for the Academy
- manage the year group budget

Environment:

- to ensure that the accommodation provides a positive and safe environment which promotes well being and high achievement for all in the Academy

Partners:

- to work closely and in partnership with governors to ensure the successful ongoing development of the Academy
- to work with the other Heads of Year to develop and deliver the extended enrichment provision
- to work with the persons in charge of Secondary Ready, PSHE, Career Ready (as appropriate) to develop a rich and challenging subject offering
- to establish and maintain links with other relevant individuals, internally and externally e.g. SENCO, primary schools, behaviour manager, student welfare team and attendance officer
- to create strong links within the wider community to enhance the culture of achievement within the year group
- to work closely with parents/carers to support students in their learning

Name of Post Holder:

Signature of Post Holder:	Date:
Signature of Line Manager:	Date: