

JOB DESCRIPTION

Post Title: Head of Year		Director/Service/Sector		Office Use	
Grade: TLR 2.1		Workplace: Berwick Middle School			JE ref:
Responsible to: Assistant Headteacher		Date: June 2016		Lead & Man Induction:	
Job Purpose: To support the behaviour, personal development and well-being of pupils within a given year group					
Resources		Staff Form tutors and teaching assistants operating within year group			
Finance					
Physical					
Clients		All pupils in year group			
Duties and key result areas: Undertake any other duties and responsibilities consistent with the nature, level and grade of the post.					
Work Arrangements					
Transport requirements:					
Working patterns:					

Responsible for:

- Overall responsibility for the year group
- Providing an appropriate climate for learning in Y5
- Ensuring that all children irrespective of their starting points including SEND, disadvantaged, more able etc make at least expected progress
- Coordinate transition of Y4 pupils with Y5
- Lead organisation of Y5 Activities
- Line management of the appropriate staff
- Where and when appropriate taking responsibility for absent colleagues

Purpose of Job:

To meet the requirements of:

- A teacher as set out in the School Teachers Pay and Conditions Document (PPA Drive/STPCD)
- The Professional Standards for Teachers
- Lead and implement the co-ordination of a key area e.g. Thrive, PSHE, SRE, Healthy Eating etc

SPECIFIC RESPONSIBILITY

- Overall responsibility for the year group, specifically to;

1. Promote the well-being of members of the Year Group.
 2. Organise regular and effective Year team meetings
 3. Oversee effective strategies for raising attendance and punctuality
 4. Effectively implement and model behaviour for learning strategies.
 5. Effectively and consistently communicate to, and implement with, all Year staff and pupils a comprehensive Behaviour Ladder policy.
 6. Set and maintain high standards of behaviour by effective role modelling and supporting tutors. To intervene when issues and incidents arise, including taking the lead when students are causing concern and liaising with parents, staff, governors and external agencies as appropriate. To follow up any behavioural incidents which take place at lunchtime or breaktime.
 7. Ensure that tutors have a programme of tutorial activities and to support in the delivery and monitoring of these activities
 8. Support tutors in the implementation of whole school policies, rules and procedures
 9. Work closely and collaborate with SENDCo, Assistant Headteacher (Outcomes), Bridges staff and all relevant support staff to monitor and evaluate the effectiveness and impact of all intervention strategies for all targeted pupils (either in mainstream or the Bridges unit) within the Year Group.
 10. Induct new tutors and give guidance and support to all tutors on the effective developments of students in their care
 11. Carry out termly self-evaluation in liaison with the rest of the Leadership Team
- To support students within the year group, specifically to;
 1. Be a high profile member of staff around school and a positive role model in terms of challenging negative and rewarding positive behaviours
 2. Develop a year ethos through stimulating and high quality year assemblies
 3. Oversee strategies to ensure the effective use of student planners for recording homework and maintaining home-school contact
 4. Liaise effectively with external agencies to support individuals in a year groups as effectively as possible
 5. Ensure the smooth induction of new entrants into the year group and, where appropriate, progression beyond the year group
 6. Promote and celebrate year group activities and individuals' achievements
 7. Convene year council meetings and, where necessary/appropriate, action points raised by the council
 8. Respond speedily to parental communication
 9. Ensure every child can achieve their highest potential by recording and monitoring of the effectiveness of interventions across the year group
 10. Oversee communication with parents regarding whole year group events
 - To have a clear vision and purpose for the year group
 - Where appropriate to develop knowledge and expertise keeping up to date with national developments, teaching practice and methodology to support staff and pupils in achieving high standards
 - To support colleagues in ensuring effective curriculum coverage, continuity, progression and challenge where appropriate
 - To ensure resources are well organised, well maintained and accessible to colleagues
 - To play a part in school self-evaluation and development planning process

- To offer guidance and support to staff in developing the year group and to the leadership team in leading, managing and developing the year group
- To be prepared to support the development of members of the team through modelling best practice where necessary
- Promote the safeguarding and well-being of all members of the year group