

| **Job Description – Head of Year (Non-teaching)** | |
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| **Postholder** | Vacant |
| **Postholder Reports to** | Deputy Head |
| **Scale/Salary** | SCP 29 Full-time/Term-time (Actual salary £30,780 per annum) |
| **Teaching Responsibility** | None |
| **Responsibilities specific to post** | **To establish an appropriate learning ethos and expectations for a year cohort of students.**   * To be a consistent and visible presence within the school and in particular the year group in order to effectively maintain a positive and supportive ethos. To play an active role in improving the behaviour of individual students in the school and to liaise with staff, parents and other agencies in order to achieve this. * Use data and observation to identify classes where there are substantive issues re behaviour for learning. To alert Faculty/Subject Heads or senior staff to these as well as offering support and guidance to individual teachers, where appropriate. * To carry out regular “Duty” designed to support teaching colleagues in classrooms as well as a calm, respectful and ordered learning environment before school, breaktimes, lunchtimes and after school. * Ensure that the school learning climate is calm and ordered * To ensure that students in the year group have a voice in the running of the Year Group and the school, specifically through overseeing the Year Council. * To oversee the school reward system in order to ensure that achievement is promoted and rewarded in the year group. * To oversee the effective communication of positive and negative conduct with parents and other agencies where appropriate.   **To establish high attendance rates for all students in the year group.**   * To monitor the attendance of all students in the Year Group and develop strategies, alongside all pastoral colleagues, to raise attendance on an individual and collective level. * To oversee the communication of attendance to families and other agencies where appropriate.   **To maximise academic achievement for a year group of students**   * Support other Middle and Senior Leaders with the implementation of the appropriate key stage raising achievement strategy. * Monitor individual student progress across the curriculum in order to reward achievement and to identify under-achievement, the attendant barriers to learning and an intervention strategy to address these. * Monitor data management systems (e.g SIMS, Classcharts) to good effect so that actions to improve behaviour, attendance and achievement are followed up in a timely way.   **To lead and line manage a team of tutors and a Pastoral Manager, overseeing the discharge of their pastoral duties in order to ensure that they contribute effectively to the expectations of the school.**   * Monitor the work of a team of tutors to ensure that they are fulfilling their duties in areas of registration, implementing the school Behaviour for Learning and Uniform Policies and mentoring their tutees. * Identify and react appropriately to issues impacting upon the safeguarding of students. * Liaise with parents / carers and other agencies * To support the delivery of the Personal Development curriculum in tutor time. |
| **Responsibilities: Other** | This is not a comprehensive list of all tasks that the Head of Year will carry out. The post holder will be required to do other duties appropriate to the level of the role, as directed by the Headteacher, based upon areas of ability, experience and school priorities. |

This job description may be amended at any time in consultation with the post holder.