

## Head of Year – Job Description

**Post Title:** Head of Year

**Scale:** MPS/UPS with a TLR 2B payment

**Reporting to:** Assistant Principal

### Main Purposes of Role

To provide effective leadership, support and management in order to build and maintain an effective Pastoral Team which continually enhances the quality of Pastoral Care.

### General Management Duties

#### Leadership

- To lead, guide and support the students to create a community which promotes tolerance, respect and sensitivity to the needs of others and to instil in them a desire to achieve and to be successful.
- To plan, deliver and evaluate acts of collective worship together with students in order to model the highest standards to the school community and help inspire students to devise their own.
- To lead developments pertaining to the Catholic Life of the school within the tutor team and with students.
- To be responsible for continuously improving the quality of pastoral care delivered by the pastoral team and to inspire the team members by personal example and hard work.
- To effectively monitor the academic progress of individual students using the Achievement Programme system. Provide appropriate support for students identified as under-performing and implement strategies to raise their performance and progress. Similarly identify those students exceeding their target grades and provide appropriate reward and praise.
- To effectively manage the human resources at the team's disposal, including teachers and support staff, creating a vision, sense of purpose and pride in the pastoral team.
- To play a major role as a middle leader in the development of all aspects of the school, including its policies and implementation.
- To develop and maintain effective methods of communication with the Principal, SLT members, other members of staff, students, parents, Academy Committee members, external agencies and the wider community.
- To identify and applaud areas of success for team members and the whole team in order to create an effective team.
- To chair and produce the agenda for effective tutor meetings. To ensure that effective records are kept and distributed and other colleagues are kept informed as appropriate

#### Discipline

- To be a model of faith in all aspects of discipline by effectively implementing the school's Mission Statement when working with students, and by demonstrating Gospel values.
- To be responsible for discipline issues arising during registration, Tutorial Programme time and PSHE lessons including supporting staff when appropriate.
- To liaise with all staff and in particular subject leaders and the Assistant Principal responsible for behaviour on discipline issues, and to maintain an overview of discipline across the Year group.
- To inform colleagues about social or behavioural issues or changes affecting students, in particular difficulties which are common across a range of subject areas.
- To support the Assistant Principal with disciplinary incidents with students, parents and colleagues and to monitor students on report.
- To support the attendance officer to promote the importance of good attendance and punctuality and implement strategies where appropriate.

***Semper Fidelis – "Always Faithful"***

*Called as God's family we strive to achieve our personal best,  
by living and learning in Christ*

- To monitor Rewards and Sanctions across the Year Group, celebrating achievement individually and at assemblies.
- To prepare summary information for Exclusion and other disciplinary meetings.

### **Liaison/Communication**

- To develop a professional working relationship with each Form Tutor in the Team, to keep well informed of issues that may require the input of the Head of Year and to assist tutors in carrying out their duties.
- To ensure that assemblies are firmly rooted in a moral message that challenges students to become better disciples of Christ.
- To effectively monitor the quality of collective worship in order to secure the highest standards from the tutor team.
- To evaluate the Year Group's contribution to Catholic Life and the quality of collective worship when undertaking pastoral self-evaluation.
- To attend and contribute to the Pastoral Leadership Team meetings as published on the school calendar.
- To liaise and work with SLT members in charge of student welfare, safeguarding and discipline.
- To support the PSHE co-ordinator in their task of developing an integrated scheme of PSHE work.
- To support the planning and organisation of Parents Evening and to provide helpful and accurate responses to parent/carer enquiries.
- To oversee the process of writing and collating reports and to contribute a summary comment for each student in the year group.
- To be aware of all students in the year who are named on the special needs register and to liaise with the Learning Support Manager to ensure that IEPs are used to set specific targets for improvement.
- To attend (with the Learning Support Manager) student reviews which are co-ordinated by the social services.
- To work with relevant SLT members, the Learning Support Manager, other Heads of Year and the services of external agencies as appropriate.

### **Professional Development**

- To identify the CPD needs of the team (teaching and support) through discussions with Tutors, SLT and other Year Heads.
- To take responsibility in part for the monitoring, support and assessment of trainee (ITT) and newly qualified teachers in your Team.
- To use the Performance Management cycle to assist in enhancing the professional development aspirations of colleagues.
- To keep well informed of developments and new ideas related to Pastoral Care and Catholic Life.

### **Year Head Responsibilities For**

- To liaise with the Assistant Principal and the school's examinations officer with regard to the arrangements for the year group examinations.
- To liaise with other Heads of Year to support the students with progression.
- To write accurate and appropriate references for students when required.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.