

# Job Description: Head of Year

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Salary: MPS /UPS - TLR1b

## **MAIN PURPOSE OF THE POST**

Duties and responsibilities are as contained in the nationally agreed School Teachers' Pay and Conditions document.

### **JOB PURPOSE - TEACHING**

- In each case having regard to the curriculum for the Academy and with a view to promoting the development of the abilities, aptitudes and well-being of the students in any class or group assigned to you:
- To plan and prepare lessons according to the department's agreed schemes of work.
- To teach a range of classes in Years 7 – 13 according to their educational needs, as directed by the Head of Department.
- To mark work carried out by the student in the Academy or elsewhere.
- To assess, record and report on the development, progress and attainment of students in keeping with the departmental and whole Academy Assessment, Recording and Reporting policies. This may include oral and written assessment and references relating to individual students or groups of students.
- To fulfil the Academy Homework Policy.

### **JOB PURPOSE - HEAD OF YEAR**

- To be accountable for the monitoring of the curriculum and pastoral provision for students in your allocated Year Group.
- To track the progress and achievements of students in your allocated Year Group.
- To ensure that strategies are in place to maximise achievement and address underachievement of students in your allocated Year Group.
- To lead, manage, motivate and develop a year team of tutors
- To participate in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.
- To be responsible for the ethos of your allocated Year Group, taking into consideration student conduct, attendance, punctuality, performance and welfare.
- To work closely with officers of external agencies which have direct involvement in the development and welfare of your Year and the Assistant Principal - Safeguarding
- To manage the planning and administration of the annual parents' consultation evening, and annual reports
- To be responsible for the formal admission procedures appropriate to your Year Group including occasional new admissions in conjunction with the designated member of the Senior Leadership Team responsible for

admissions.

- To lead, support, co-ordinate and review the work of your allocated Year Team and be responsible for the planning and implementation of Year Team meetings.
- To monitor students' academic performance and develop and participate in mentoring schemes operating in your allocated Year Group in conjunction with other teaching and support members of staff.
- To implement and develop the tutorial programme for your Year Group in conjunction with your Year Team.
- To liaise directly with the co-ordinator of Citizenship and PSHE to ensure a planned curriculum is taught on a regular weekly basis to your Year Group.
- To prepare, manage and deliver a regular series of assemblies in conjunction with other teachers and members of the Senior Leadership Team
- To manage, monitor and intervene, where appropriate, suitable learning behaviours of the year group
- To lead and support the designated pastoral mentor for the year group

This job description will be reviewed regularly and may be subject to modification and amendment after consultation

**The post holder has an important duty to promote and safeguard the welfare of all students and, in doing so, follow the policies and procedures of the Academy.**