



Headteacher: Mrs Lucy Miles

Job Description: Head of Year

1. **Title and Grade of Post:** **Head of Year
TLR 2c**

2. **General Professional Responsibilities:**
 - 2.1 to be responsible for the emotional development and progress of individual students in a specific year group;
 - 2.2 to contribute to the overall leadership and management of the School;
 - 2.3 to be active in promoting the school's aims, and to support an ethos that promotes achievement and high standards.

3. **Applicable Contract Terms and Duties**
This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of duties set out in that document, so far as is relevant to the post holder's title and salary grade.

4. **Relationships**
 - 4.1 the post holder is responsible to the Acting Deputy Headteacher for standards;
 - 4.2 the post holder interacts with other professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of our the schools aims and priorities;
 - 4.3 the post holder is responsible for the progress of students within a year group.

5. **Particular Responsibilities for Head of Year**
 - 5.1 to oversee, lead where appropriate or support the key events for the year group they are responsible for and evaluate and strive to improve the quality of provision for students;
 - 5.2 through the analysis of appropriate data, including achievement and attendance data strategize and support school priorities;
 - 5.3 have prime responsibility for ensuring, as far as is possible, that all students in their year group get maximum benefit from the opportunities available at the school;
 - 5.4 to encourage high levels of school attendance, continual progress in educational achievement and positive behaviour and attitudes to school;
 - 5.5 to provide regular feedback to parents/carers and students in relation to progress, achievement, behaviour, attendance and other key issues;
 - 5.6 to create a tutor programme and provide leadership to a team of form tutors to ensure, as far as is possible, that all students gain maximum benefit from their education;
 - 5.7 to liaise with parents and carers, as appropriate with regard to a student's academic performance, behaviour and attendance;
 - 5.8 to lead year assemblies;
 - 5.9 work cooperatively with the other heads of year to provide a consistent approach and develop systems and report on progress and impact regularly to the Acting Deputy Headteacher;
 - 5.10 this job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the Headteacher or Deputy Head.

This job description issued on 1st September 2021 may be amended at any time by agreement, but in any case will be reviewed on an annual basis.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

