

## **Head of Year**

### **Job Description**

#### **Aim and main purpose of the job**

To support, hold accountable and develop a team of tutors focusing on high standards of social, personal and academic development of students so that:

- I. The large majority (90%+) of students in KS3 make at least 4 points of progress per year, i.e. 3 levels of progress
- II. 40% of students, from most starting points, make 4 levels of progress. For students starting on level 5, 50% make 4 levels of progress
- III. 90% of all students meet attainment targets

#### **General responsibilities:**

- I. To lead both the team of tutors and cohort of students. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them.
- II. To manage both the people and resources associated with each year group.
- III. To monitor the quality of learning experienced by the year group, liaising with heads of departments and offering support and guidance where necessary.
- IV. To promote the ethos of the school through leading high quality assemblies.

#### **Academic Progress**

1. To monitor the academic progress of the year group in order to secure and sustain effective learning, with particular reference to the proportion of students and groups of students making 3 and 4 levels of progress
2. To use assessment data such as CATs, SATs, KS2+KS3, to inform an analysis of individual student progress and collective progress across each tutor group and the year group as a whole.
3. To have an overview of the range of barriers to learning that impacting on student progress, with reference to behaviour for learning, in and out of the classroom
4. To use all of the above to identify underachievement with a view to establishing and coordinating improvement strategies in conjunction with teachers and Heads of Department, with particular reference to the proportion of students and groups of students making 3 and 4 levels of progress
5. To monitor the effectiveness of these interventions and report to SLT termly on the progress being made by students in the year group
6. To liaise with key staff, including the SENCO, regarding all groups of students' achievement in the year group, with particular reference to the proportion of students and groups of students making 3 and 4 levels of progress
7. To report to the line manager on the progress of the year group and individuals, with particular reference to the proportion of students making 3 and 4 levels of progress
8. To monitor the regular setting and quality of homework by managing the regular checking of planners.

## **Leadership and Management**

1. To act as a role model for tutors by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development and professional presence in the year team.
2. To lead and manage a team of tutors and maintain regular formal and informal contact with tutors.
3. To ensure all tutors understand, and are actively implementing the key aspects of the school's policies including those for behaviour, attendance, uniform and safeguarding.
4. To set the agenda for tutor meetings which should include a development item.
5. To make a significant contribution to the induction of tutors referring any individual training needs to the member of SLT with responsibility for staff INSET.
6. To have an overview of all the different care and guidance for students' e.g. learning mentor, SENCO, teaching assistants, external agencies etc.
7. To provide a link for parents, tutors, SENCO, teachers, Heads of Department, SLT and external agencies.
8. To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their children.
9. To contribute to the organisation of any parent information evenings by encouraging and monitoring parent attendance to such events.
10. To monitor student attendance and punctuality on a weekly basis and to take all the appropriate steps to ensure that attendance and punctuality of students in the year group are at the highest levels. To liaise with the EWO in this respect.
11. To monitor student behaviour, attendance and achievement using the school's MIS (E1) and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards.
12. To oversee students on report and make contact with parents when necessary.
13. To play the leading role in the disciplining of students referring situations to the appropriate member of SLT when appropriate.
14. To contribute to the management of key school events; for example induction, transfer arrangements, outings, extra curricular and social events.

## **Administration**

1. To organise and, through a team of tutors, implement a framework for daily tutorial activities. This includes both day to day administrative tasks (signing of planners, checking absences etc) and year specific tasks (preparation for exams, options, learning conversations etc)
2. To ensure that all tutors have access to relevant materials in order to deliver high quality tutorial activities.
3. To maintain individual student records as necessary and ensure that they are kept up to date.
4. To oversee 'in year' admissions for new students. This will include liaising with the member of staff responsible for admissions, meeting potential students and parents and in conjunction with key staff organising timetables and setting.
5. To monitor the settling in of new students.
6. To oversee the completion of progress checks as appropriate.
7. To oversee the completion of school reports for the year group including writing a summary comment.
8. To work with form tutors to ensure appropriate follow-up to reporting procedures and to play an important part in the evaluation of reporting procedures.
9. To have an involvement in policy development and decision making across the school.

### **Specific Accountabilities**

Year 7 To play a full part, in conjunction with the AHT KS3, in the induction of students to year 7.

To make visits to primary schools for the purpose of meeting students due to transfer to Bishop Stopford's school at the end of year 6.

To play a part in the organisation of the year 6 taster day in July.

To oversee the settling in of year 7 during the Autumn term to include contributing to the year 7 parent and student welcome events.

Year 9 To play a full part in preparing students for option choices and preparation for GCSE's.

To lead the revision and preparation for end of Key Stage 3 assessments.

Year 10 To support the entry into GCSE.

To oversee student progress at GCSE in order to identify underachievement with a view to establishing and co-ordinating improvement strategies in conjunction with teachers and Heads of Department.

Year 11 To lead the revision and preparation for GCSE exams.

To lead the prom celebration

To participate in and support the promotion of the sixth form.

### **Line Management**

Heads of Year are line managed by the appropriate key stage manager from the the Senior Leadership Team.