



JOB DESCRIPTION

Job title:	Head of Year
Working hours:	Full time and in line with STPC
Salary:	MPR/UPR + TLR
Accountable to:	Headteacher/SLT/Associate Assistant Headteacher

Job Purpose

To secure effective development and raise the attainment of students in-line with the Mission and Values of the school. Responsible to the relevant Assistant Headteacher.

Areas of Responsibility and Key Tasks

The following is in addition to the requirements of a Class Teacher:

Strategic Leadership:

- Have secure knowledge and understanding of whole school aims, priorities and targets and the contribution that the Year Team must make to raise attainment, improve behaviour management and discipline and prevent bullying and racial harassment.
- Make an active contribution to the policies and practices of the school and develop policies and practices to support them.
- Lead all members of the Year Team in its understanding and implementation of statutory and whole school requirements and the requirements for assessment, recording and reporting of students' attainment and progress.

Setting the ethos and tone of the Year Group in line with school values

- Promoting high standards of personal behaviour amongst students both individually and in groups.
- Dealing with any relationship issues including bullying.
- Developing good citizenship values.
- Developing the student voice through pupil councils and other representative opportunities.
- Developing a culture which respects hard work and high standards of achievement.
- Developing a feeling of trust between adults and children and a willingness to accept responsibility for one's actions.
- Giving students opportunities to reflect on issues and explore feelings.

- Developing good environmental awareness.

Promoting progress in learning

- Effective monitoring of student progress across the curriculum.
- Operating a system of general academic tutoring and target setting which complements the work of faculties.
- Managing the development of behaviour which supports successful learning.
- Monitoring the effectiveness of teaching and learning from the point of view of the whole child.
- Playing a part in ensuring that the curriculum is accessible and relevant to all children.
- Preparing students for external examinations and supporting them through the process.

Welfare and Guidance

- Organising the liaison with parents and carers.
- Coordinating the work of support agencies on behalf of students.
- Ensuring good attendance and punctuality.
- Dealing with disciplinary issues.
- Reintegration students after exclusions.
- Working to ensure smooth transitions across the key stages.
- Ensuring that pupils and parents get the guidance necessary whenever choices have to be made.

Developing opportunities for Personal Development

- Developing opportunities for students to exercise responsibility.
- Publicising and supporting mentoring opportunities.
- Working with students according to their individual needs.
- Organising opportunities for team building.
- Working with PE to develop inter-tutor group activities.
- Developing the Healthy Lifestyles agenda.

Effective leadership and management

- Managing the effectiveness of a team of tutors.
- Monitoring the effectiveness of the Tutor period and introducing more effective practices.
- Taking an active part in the development and delivery of the PSHE programme where it is delivered through the pastoral system. Monitoring its effectiveness.
- Taking an active part in the MER activities of the school and contributing effectively to the school self-evaluation process.
- Taking an effective part in the performance management processes of the school.
- Ensuring that data is used effectively and is up to date.
- Manage the resources of the school which are available to the pastoral system, effectively.

Key Competencies

- Lead professional, good teacher secure in their own practice.
- Good knowledge of the current educational scene.

- Able to use data effectively and to understand its use in target setting and raising achievement.
- Competent and regular user of ICT.
- Good organiser and user of systems.
- Able to delegate effectively to tutors and non-teaching staff.
- Strong communication skills with a wide range of people.
- Able to communicate their own high standards to tutors and students.
- Able to communicate effectively with the whole year group at once eg. Through assemblies.
- Strong relationships with the local community and support groups.
- Strong understanding and working knowledge of welfare and support agencies.
- Strong understanding of legal issues in relation to the welfare of children.
- Energetic, enthusiastic and inspirational.
- Deals quickly and effectively with issues.
- Sympathetic to children and approachable.
- Able to deal with sensitive issues knowing what confidentiality to observe.
- Strong at time management and prioritisation.
- Strong team player

Child Protection and Safeguarding

Queen Elizabeth's Girls' School and Sixth Form recognises the responsibility it has under Section 175 of the Education Act 2002, to have arrangements in place to safeguard and promote the welfare of children.

As a Head of Year, you have a professional duty to operate within this policy and practice to adhere to the school's safeguarding arrangements.

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your role within the school and the overall objectives.