



# WILLIAM FARR

C of E Comprehensive School

## Head of Year: Job Description

**Responsible To:** Deputy Headteacher  
Assistant Headteacher

**Responsible For:** Assistant Head of Year  
Team of Form Tutors  
Administrative support personnel

Heads of Year should ensure that school policies are applied, regularly reviewed and developed within the work of their year teams.

### **PRINCIPAL FUNCTION**

The Head of Year's principal responsibility is to support and uphold the school vision, values and ethos to ensure that every child is known, valued and achieves as an individual. The Head of Year oversees the progress of students within their year group and through the leadership of colleagues, ensures effective delivery of Care and Guidance, including the PSHE curriculum. The Head of Year will be expected, by personal example, to provide motivation and enthusiasm in setting and maintaining the highest standards to achieve success with all students.

### **STUDENT PROGRESS**

1. Ensure that all students are known and valued as individuals and that they know they are valued as individuals.
2. Liaise with the SENDCo in order to support students with special needs.
3. Keep up to date and monitor student records and MIS (Bromcom) and C-Poms to build detailed profiles of each student.
4. Monitor student progress across subject areas and implement intervention strategies as appropriate.
5. Implement a pastoral mentoring system (using data from SISRA) with tutors to support student progress.
6. Advise and support colleagues over disciplinary and organisational issues.
7. Organise and lead year assemblies in consultation with the School Chaplain, thus supporting the spiritual development of students.
8. Attend Guidance meetings to represent and ensure that the views of the year team and the needs of the students in the year are represented and understood.
9. Organise appropriate work for supply and cover staff in the case of staff absence (in conjunction with appropriate senior staff).
10. Implement the school's Development Management policy.

### **COMMUNICATION**

1. Attend Head of Year meetings and provide a positive contribution to implementing the Care and Guidance Development Plan.
2. Attend Middle Leadership meetings and work proactively with colleagues on the strategic priorities of the school.

3. Work closely with the Deputy Headteacher to ensure consistency across year groups in implementing the values and ethos of the school.
4. Liaise with parents of students in the year group, informing them of progress, successes, and any matters of concern.
5. Development, implementation and monitoring the school's Pupil Diary system.
6. Liaise with outside agencies, for example, LA, Pupil Reintegration Team, SEND, Virtual School and the Police, as appropriate.
7. Organise regular meetings of the year team to discuss items to be discussed at Guidance meetings; report back from Guidance meetings and ensure the appropriate leadership and development of colleagues.
8. Provide and publish records of regular year team meetings.
9. Ensure that the year team has an effective system for identifying INSET needs for incorporation in the School Staff Development Plan and take positive steps to meet those needs.
10. Respond to individual professional needs within the year team by providing opportunities for staff/career development, especially for the Assistant Head of Year.
11. Support the work of the School Council and organise Year Forums.

### **REWARDS AND CELEBRATION**

1. Share in the development and implementation of the school's system of rewarding and reporting on students' progress.
2. Promote the achievements of students through assemblies and Key Stage Celebration Evenings.
3. Ensure that detailed schemes of work are in place for the delivery of PSHE; taking a lead in its delivery and monitoring its effectiveness.
4. Organise appropriate work/activities for supply and cover staff (in PSHE and tutorial time) in the case of staff absence.
5. Organise a programme of social activities to develop pupils' social skills and promote a sense of belonging to both the year group and the school; to make a positive contribution to the school's extra-curricular offer to increase student engagement.

### **BEHAVIOUR**

1. Manage behaviour problems and behaviour modification of students within the year group in liaison with the other staff (e.g. Deputy Headteacher, Head of Department, Head of Learning Support) in order to put suitable strategies in place.
2. Liaise with the LA and outside agencies, where appropriate.
3. Work with SEND and the Student Services Hub to ensure a triangulated approach to supporting vulnerable students.
4. Use the school's Management Information System (Bromcom) to identify patterns, draw conclusions, implement interventions and demonstrate impact.
5. Monitor the behaviour, attendance and dress of students on a regular basis, taking remedial action where necessary.

In addition to the duties outlined above, Heads of Year will also have specific responsibilities related to the Year group. For example, Year 6 into Year 7 transition, the options process for Year 9 into Year 10 and post-16 preparation including careers education.



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## Head of Year: Person Specification

	Essential Requirements	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (A)</li> <li>• Evidence of appropriate professional development (A)</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate: Good Honours Degree (A)</li> <li>• Relevant management development and training (A)</li> <li>• IT literate with experience of IT use within resource management (A)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in a secondary school (A)</li> <li>• Proven track record of raising academic standards, good examination results and delivery against targets (A/I)</li> <li>• Leading and managing a team to achieve positive outcomes for students (A/I)</li> <li>• Meeting quality standards and working in a demanding environment (A/I)</li> <li>• Using school data to improve performance (A/I)</li> <li>• Working within a school pastoral care setting (A/I)</li> </ul>	<ul style="list-style-type: none"> <li>• Leading effective professional development of staff to maximise individual and team performance (A/I)</li> <li>• Working with key stakeholders and agencies (A/I)</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• A clear educational philosophy which supports high quality teaching and learning and pastoral care (A/I)</li> <li>• The ability to inspire others and lead by example (A/I)</li> <li>• Good communication and empathic skills with the ability to relate effectively to all ages and backgrounds (A/I)</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to extend learning beyond the classroom and use external organisations (A/I)</li> </ul>
<b>Personal qualities and commitment</b>	<ul style="list-style-type: none"> <li>• A passion for education and a desire to make education exciting and fun (A/I/R)</li> </ul>	
<b>Suitability to work with children</b>	<ul style="list-style-type: none"> <li>• Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with</li> <li>• Not barred from working with children</li> </ul>	

A: Application

I: Interview/Task

R: Reference