



## Job Description

<b>Job Title:</b>	Head of Year		
<b>School:</b>	Benfield School		
<b>Date:</b>	February 2022	<b>Pay range:</b>	Main/Upper Pay Range plus TLR 2c
<b>Responsible to:</b>	Deputy Headteacher (Behaviour for Learning)		
<b>Responsible for:</b>	Assistant Head of Year, Year Group Form Tutors		
<b>Job purpose:</b>	<p>To promote the highest standards of pupil behaviour, attainment and attitudes within the Year Group.</p> <p>To monitor pupil progress, attendance and development of all pupils in the Year Group and liaise with other staff when interventions are needed.</p> <p>To support, hold accountable and develop a team of tutors focussing on high standards of social, personal and academic progress of pupils.</p>		

### Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

#### General

1. Lead, develop and evaluate strategies to monitor and improve the academic and personal progress of all pupils within the year group, encouraging high aspirations and achievement including the provision of support, guidance and challenge.
2. Lead a team of year group tutors in the development and consistent implementation of tutor time and assembly programme to ensure students in the year group are fully supported in the development of their personal, social and emotional wellbeing.
3. To lead under the guidance of the SLT link, the agenda for weekly year team meetings including the production and distribution of agendas and actions.
4. To assist the Deputy Headteacher (Behaviour for Learning) and SLT colleagues, with providing reports and data analysis relating to the year group to identify individual support needs and inform and develop school priorities.
5. To ensure effective and timely communication with staff/parents/carers/other agencies to ensure appropriate and required support is fully accessed when and if needed.
6. Line manage the Assistant Head of Year and ensure parental concerns are dealt with professionally, promptly and that communication between home, school and external agencies is maintained to an outstanding standard at all times.

7. To ensure all students in the year group have access to and engage with extra-curricular activities to develop their interpersonal, professional and social skills.
8. Support the smooth transition for students as they move between year groups - including relevant CEIAG support - to ensure that all students are well prepared for the next stage of their education, employment or training.
9. To carry out any additional tasks as reasonably required by the Headteacher.

### **Generic Teaching and Learning Responsibilities**

10. Establish a positive, purposeful and safe learning environment and develop positive relationships to support learners to manage their own behaviour constructively. Establish and maintain a consistent and supportive culture in line with the school's Behaviour Policy by establishing and maintaining a clear and positive framework for discipline and a supportive culture in line with the school's behaviour policy.
11. Contribute to the monitoring and development of a designated area of learning and/or age phase, and pupil attainment and progress across the curriculum, to ensure appropriate opportunities are provided for learner aspirations to be met.
12. Plan effectively in the short, medium- and long-term and prepare effective learning sequences, lessons and work across a series of lessons to ensure coverage of the curriculum and the bespoke needs of learners are met. Plan and prepare homework and other out of class work.
13. Be aware of and apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met. Deliver lessons to groups of learners or classes. Demonstrate the positive values, attitudes and behaviour expected from learners.
14. Assess, record and report on the development and progress of learners and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners' achievements. Provide timely, accurate and constructive feedback on learners' attainment, progress and areas of development.
15. Demonstrate ongoing development and application of teaching practice, expertise and subject, specialism and/or phase knowledge to enrich the learning experience within and beyond the teacher's assigned classes or groups of learners.
16. Communicate effectively and work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, carers, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.
17. Contribute to the development and implementation of priorities, policies and activities in order to enable the achievement of whole school and trust aims.
18. Take responsibility for ensuring an awareness and understanding of local opportunities which support our school communities.

### **In addition, Upper Pay Range teachers are expected to:**

19. Make significant contributions to implementing workplace policies and practice and to promote their implementation.

20. Give advice on the development and wellbeing of children and young people, if required.
21. Promote collaboration between colleagues and contribute to their professional development through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

### **Trust responsibilities**

22. Work to fulfil the vision and values of the trust.
23. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
24. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
25. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
26. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
27. Participate in appraisal, training and development and other activities that contribute to performance management.
28. Attend and participate in regular team and 1:1 meetings.