

## Brentwood Ursuline Convent High School Job Description



### HEAD OF YEAR

Post Held: Head of Year  
Responsible to: Headteacher  
Period: Permanent  
Salary Scale: TLR 2B  
Responsible for: A year group  
Duties: The Professional duties of all teachers, (other than the Headteacher) are set out in the STPC and describe the duties required of all mainscale posts. In addition, the description of the requirements of the post of Head of Year at Brentwood Ursuline Convent High School, in accordance with the criteria for the award of a Teaching and Learning Responsibility Payment, along with the particular duties expected of the post holder have been set out below:

Major Duties: Under the overall direction of the Headteacher and in the light of the School's mission statement to undertake the following responsibilities.

1. To be accountable for ensuring each individual in the year group achieves their optimum progress across all areas of learning and to monitor and support individual progress according to identified needs.
2. For students in the year group, to lead, develop and enhance the teaching and assessment practice of teachers; develop and promote best practice in behavior management; evaluate its quality and secure sustained effectiveness.
3. To be accountable for the strategic direction, leadership and management of the year group's pastoral support provision, the development and implementation of policies, plans, targets and practices within the context of the School's aims and policies.
4. To effectively line manage and deploy the year group's pastoral team.

In particular:

1. To lead, develop and support the tutor team in all the duties allocated to its members.
2. To ensure effective communication between the team, chairing tutor team meetings and attending Head of Year meetings.
3. To monitor the curriculum used during form times.
4. To work with the Deputy Head (Pastoral) to devise and implement an effective PSHE programme, including Curriculum Extension Days, that meets both the statutory responsibilities of the school and the needs of the students
5. To effect the smooth running of Parents' Evenings and to be available to parents at the meeting.
6. To work with senior staff and other staff in the annual update of the school's pastoral policies.
7. To assist in the policy making, planning and implementation of the

curriculum for his/her year.

8. To liaise on transition to another year/other institution(s) with appropriate staff.
9. To work with the SENCO and Pastoral Support Coordinator to ensure the effectiveness of meetings held to support students
10. To have oversight of the social well-being and general progress of all students within the year through regular consultations with Form Tutors. To check punctuality and absences, in co-operation with the Pastoral Support Coordinator.
11. To co-ordinate all year activities which will promote a sense of corporate identity among the students. To prepare and conduct Year Assemblies and ensure orderly movement to and from all assemblies. To create and uphold a caring attitude within the year.
12. When required to contact parents for a discussion of students' problems, and to inform class tutors and teaching staff of the result.
13. To offer guidance and counseling to those students who require it, being aware of the individual's needs.
14. To discuss with Heads of Department the progress of the students and to take appropriate action with students causing concern.
15. To work with Heads of Department in maintaining required standards of class work and homework, to inspect student planners to ensure that they are up to date and to check that the general appearance of textbooks, exercise books and files is acceptable.
16. To manage behaviour proactively before school, at break, lunchtime, between lessons and after school to ensure the highest standards are maintained at all times.
17. To be the first point of contact and manager of any complaints that may arise about student behaviour in uniform outside school.

#### Other

To meet regularly with the member of SLT with Key Stage responsibility to plan, co-ordinate and ensure effective communication on all matters relating to the cohort. To undertake such other duties as may be reasonably required by the Headteacher.

To undertake other yearly specific roles, dependent on the Year group allocated at any one time e.g. induction, options, exams.