



HYLANDS SCHOOL

HEAD OF YEAR

Job Description



Head of Year Job Description

Job Title:	Head of Year
Pay Scale:	Main Scale + TLR
Responsible to:	SLT
Responsible for:	N/A
Location of work:	Hylands School, Chelmsford, CM1 3ET
Hours and working pattern:	32.5 hours per week, Monday - Friday
Contract type:	Full time/Permanent

About the Role

Liaising with the Senior Leadership Team, other curriculum leaders, student services support staff and relevant staff with cross-school responsibilities, teaching/support staff, LA representatives, external agencies and parents. To provide pastoral management to pupils working with form tutors, teachers & school management implementing & ensuring policies, behaviour and procedures are followed by students.

Job Purpose

- To lead and manage the achievement, progress and pastoral provision for a year group of students.
- Track and monitor, attendance, achievement and the behaviour of students within your appointed year group to ensure that successes are recognised and any underachievement is quickly addressed
- Take a lead responsibility in co-ordinating appropriate intervention for students within your year group whose attendance, achievement or behaviour is a concern

Key Responsibilities

- Monitor the standards of achievement, attendance, behaviour and welfare within their year group.

- Evaluate students' progress, achievement and attainment, and report to the governors, SLT, staff and parents as appropriate
- Take responsibility for the pastoral care of students in the year group, liaise closely with other Year Leaders to ensure continuity and progression across the Key stages 3, 4 & 5; and in order to address transition at key stages 2 and 5
- Establish good relationships, encourage good working practices and support and lead teachers in the year group
- Lead, support, motivate and direct support staff working within the year group
- Oversee all aspects of the pastoral organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered
- Liaise and co-operate with SEN and inclusion staff and outside agencies on the academic, pastoral, social, vocational and behavioural needs of students in the year group
- Coordinate assemblies and effective use of tutor periods and daily collective acts of worship, when necessary
- Co-ordinate the engagement of students within the decision-making processes of the school, through organised student year and form councils.
- Coordinate and oversee the organisation of charity, performance, sporting, social and other enrichment activities for the year group.
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To model excellence in learning and teaching.
- To provide opportunities for the sharing of good practice, such as peer coaching.
- To play a full part in the life of the School community, to support its vision and to encourage staff and students to follow this example.

General Responsibilities

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy



- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Health and Safety and Safeguarding

- Have due regard for the school Health and Safety policy and Safeguarding policy and any such issues particular to their subject
- Follow school procedures for reporting Health and Safety incidents or near misses
- Familiarise yourself with fire regulations and procedures
- Have due regard for student safety and report any concerns to the appropriate school body
- Complete relevant annual TKAT on-line training courses

Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Person Specification

E = Essential D = Desirable	A = Checked at application stage I = Checked at interview stage
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Qualifications and Experience	E	D	A	I
Qualified Teacher Status		✓	✓	
Experience working in a Pastoral setting		✓	✓	
Previous experience working in a school office setting or with children		✓	✓	
The ability to effectively teach one or more specialist subjects		✓	✓	
Knowledge, Skills and Abilities				
A knowledge of preferred learning styles and a commitment to personalised learning		✓		✓
The ability to raise pupil achievement across the full age and ability range	✓			✓
Excellent communication skills are essential as well as the ability to interact with all stakeholders at all levels of the organisation	✓			✓
Good understanding and support the differences in stakeholders at all levels of the organisation and respond appropriately in relation to the role	✓			✓
Understand the importance of physical and emotional wellbeing	✓			✓
The capability to provide a clear sense of direction and purpose to achieve aims.	✓			✓
Knowledge of relevant software applications, including microsoft office, G-Suite and database skills		✓		✓
The competence to lead, manage, develop and inspire people individually and as a team		✓		✓
The competence to liaise with outside agencies such as the Education Welfare		✓		✓
Personal Qualities				
Ability to work proactively, with a clear sense of direction to ensure continuous improvement		✓		✓
Ability to work independently and with initiative, as well as the ability to work constructively as part of a team, understanding roles and	✓			✓

responsibilities and your own position within these				
Ability to deal with everyone in a positive and professional manner which promotes a positive image in line with our schools vision and ethos	✓			✓