



Head of Year Job Description

Primary Purpose

- Responsible for overall monitoring of student's progress and wellbeing and for putting actions in place as a result of the monitoring
- Responsible for the smooth and effective transition of new students into the year group.

Responsible to

Pastoral Lead

Time/ Salary

£26409 to 27711 (pro-rata - £22715.30 - £23835.19) Band F– depending on experience.

Responsibilities

Year Group Progress

- Lead in all aspects of progress for students in the year group, included but not limited to: Academic Progress, Behaviour, Social, Moral and Cultural.
- Work closely with all internal stakeholders in order to achieve the above.
- Work closely with students and parents in order to achieve the above.
- Work closely with the Pastoral Lead to ensure smooth transitions from one year to the next.
- To lead and personally undertake individual interventions with students in order to improve progress where required.
- Plan, implement and oversee the use of interventions

Year 11 Outcomes

- To assist SLT (curriculum lead) in the design, implementation and oversight of the intervention programme for Year Group
- To work closely with students and teachers to ensure a smooth transition into GCSE/NCFE/BTEC courses. Ensuring students make the best choices for their individual aspirations.

- Organise and lead on student review meetings with partner schools and parents.

General

- To liaise with outside agencies to support students and their families. Including but not limited to Integrated Front Door referrals, CAMHS etc. when required
- Any other tasks as directed by the Headteacher
- To represent the school community/our families at core group/strategy/planning meetings as appropriate
- To support the planning, organisation and running of any Year Group rewards and competitions.
- To support the planning, organisation and smooth running of any Year Group careers events
- To Lead on Year Group assemblies
- To drive the impact of the school rewards systems
- Any other responsibilities deemed appropriate by the Headteacher.