



# OLDFIELD SCHOOL

## Job Description

<b>Position:</b>	Head of Year
<b>Responsible To:</b>	Assistant Headteacher: line manager
<b>Responsible For:</b>	Form tutors in the year group
<b>Grade:</b>	TLR 2(c)
<b>Working Pattern:</b>	Reduced timetable from 44 hours in a two week cycle to 33 hours
<b>Disclosure Level:</b>	Enhanced DBS and barring list

### Core purpose of the post:

- To work with parents, staff and external agencies to support the academic and personal development of students.
- To raise achievement and attainment within the year group and to monitor and support student progress.
- To contribute to ensuring high standards of conduct and behaviour for learning of students in the year group.
- To contribute to promoting the safeguarding, welfare and well-being of students in the year group.
- To contribute to ensuring a high level of attendance by the year group.
- To contribute to decision-making and policy developments across the school.
- To contribute to the development of the school by being aware of current and future developments in areas of specific responsibility.

### Duties and responsibilities attached to this post are as follows:

#### Teaching

To carry out the duties outlined in the MPS/UPS Teacher job description.

#### Leadership and Management

1. Develop a positive ethos which reflects commitment across the year team to high achievement, excellent behaviour and attitudes to learning and good relationships.
2. Supporting the school procedures for monitoring and reviewing the academic progress of students.
3. Leading, developing and managing a team of form tutors.
4. Providing support for the induction and development of tutors.
5. Contribute to the performance management process.
6. Contributing to the school improvement plan, including setting improvement objectives relevant

for the year group.

7. Contribute to decisions about banding /setting of students.
8. To participate in the school's self-evaluation processes to improve the quality of pastoral provision at the school.
9. Contribute to the school's on-call system.
10. Planning, monitoring and accounting for the year group budget.

### **Managing student learning**

1. To manage academic monitoring and mentoring processes and procedures for the year groups.
2. To implement effective intervention strategies to ensure that all students are supported in achieving their potential.
3. To monitor student attainment against cohort targets.
4. To liaise with LOL/HOS over issues of student progress in the year group.
5. Ensure that form tutors are monitoring the overall academic progress of individual students.
6. To promote a culture of high achievement through the tutorial programme and rewards strategies.
7. To encourage students to develop as independent learners who take responsibility for their own learning.

### **Student Welfare and Behaviour**

1. To have positive relationships with all members of the year group and get to know them as well as possible.
2. To develop and maintain a culture of good behaviour, tolerance and acceptance of diversity in the year group.
3. To monitor student behaviour issues through applying the school's behaviour procedures.
4. To liaise with LOL/HOS over issues of student behaviour in the year group.
5. Support victims of bullying and prevent bullying through applying the School's anti-bullying policy.
6. Liaise with and refer to internal welfare/ support staff and external agencies with regards to behaviour and welfare issues and participate in ISP and multi-agency meetings.
7. To act as a Deputy DSL.

### **Attendance**

1. To liaise with the Attendance Officer /Student Welfare Officer over the monitoring of attendance and punctuality and intervene with individual students as appropriate.
2. Leading year groups tutors in their attendance monitoring and intervention role.
3. To encourage high levels of attendance students by the year group.

### **Curriculum**

1. Ensure that there is an effective tutorial programme in place and that this supports the School's PSHE provision.
2. Monitor, review and evaluate the tutorial programme to ensure that it is being effectively delivered.
3. Liaise with LOL / HOS regarding learning or homework concerns raised by parents.
4. To arrange and promote extra-curricular, charity and other activities within the year group.
5. To prepare and deliver assemblies.

### **Communication.**

1. Report on student progress and well-being to parents.
2. To participate in and oversee arrangements for parents' evenings for the year group,

- encouraging attendance of hard to reach parents.
3. To inform staff of issues regarding behaviour, academic progress, well-being or attendance of individual students when appropriate.
  4. Liaising with outside agencies.
  5. Overseeing references for in – year leavers and Year 11 students (for HOY 11).

#### **Oversight of administrative procedures for the Year Group.**

1. Ensuring that incidents involving students are investigated, written up and maintained in student files.
2. Ensuring that circumstantial evidence for serious disciplinary incidents is maintained in students' files.
3. Overseeing regular record keeping and distribution of information.
4. Ensuring that safeguarding procedures are followed and information is recorded.
5. Collating key indicators of performance, as requested.

#### **Other**

1. The Head of Year will have a responsibility for overseeing the care of year group tutor bases.
2. The HoY will manage the use of associate tutors allocated to the year group.
3. Induction of in-year student admissions, including managed moves.

#### **HOY 7**

1. To liaise with feeder primary schools on related matters up to the point of transfer. Principally:
  - To arrange appointments to visit feeder schools;
  - To organise and manage primary liaison meetings;
  - To promote the school with feeder primary schools;
  - To provide information related to previous learning for teaching and support staff;
  - To visit Year 6 students and staff in relation to transfer;
  - Facilitate the induction day(s) and evening.
2. Allocate students to tutor groups.
3. To organise Year 7 specific event (Y7 trip / Y7 BBQ)
4. Liaise with the HOY 7 for transfer of students into Year 8.

#### **Year 8**

1. To provide a specific focus on Year 8 to ensure that student progress is maintained.
2. To liaise with the Year 7 HOY over transition issues.

#### **Year 9**

1. To liaise with the Year 10 HOY over transition issues.
2. To work with the Deputy Headteacher in preparing students for the options process.
3. To facilitate the options evening.
4. Liaise with Careers Coordinator with regards to careers guidance.

#### **Year 10**

1. To arrange the Year 10 Induction day.
2. To support the organisation of and attend the Year 10 Information Evening.
3. To liaise with the Year 9 HOY over transition issues.
4. To liaise with the Careers/WEX Coordinator regarding the organisation of work experience and other careers related events.

**Year 11**

1. To support the organisation of and attend the Year 11 information and GCSE revision evenings.
2. To select prefects at the end of Year 10 and organise the prefect duty rota (with HOY 10) and the prefect induction.
3. To work with the Careers / WEX Coordinator in organising post-16 choices information and events.
4. To complete post-16 references for students.
5. Work with the Deputy Head in implementing a Year 11 intervention programme.
6. To arrange the end of KS4 events (Prom / Celebration Assembly)

**Special Notes and Conditions**

The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.