

## Job Description

### Post: Head of Year

#### Purpose

To challenge educational and social disadvantage in the North.

#### Duties and Responsibilities

- Live the mission, values and drivers every day.
- In consultation with the senior leadership team, promote the culture, mission and values of the academy.
- Oversee behaviour and attendance within the specified year group.
- Closely monitor and track behaviour and attendance data on a daily basis and provide intervention when required.
- Support and challenge students and colleagues, meet parents and liaise with external agencies.
- Ensure a strong visual presence at all times, including before school.
- Support students and staff by visiting lessons daily.
- Supervise corridors during transitions; assist with dismissals / line-up as required.
- Lead and support centralised detentions; manage restorative conversations between students and staff.
- Frequently acknowledge success in line with the academy expectations.
- Follow procedures to enable a positive outcome following a sanction.
- Ensure that homework completion is monitored accordingly.
- Oversee students on report and make contact with families when necessary.
- Plan and lead meetings and assemblies to embed a truly aspirational culture with extremely high expectations.
- Lead and manage a tutor team, including delivery of team meetings.
- Act as a role model for tutors by demonstrating high standards of pastoral care and academic monitoring of students.
- Ensure that all tutors have access to relevant materials to deliver high quality tutorial activities. Quality assure tutor times.
- Contribute to the organisation of parents' information evenings by encouraging and monitoring parent attendance to such events.
- Work in effective partnership with other HoYs in our trust and surrounding schools.
- Work with the senior leadership team to plan transition / induction events and student induction for any 'in year' admissions.
- Regularly liaise with the SENDCo.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all trust policies; contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***