



Marden High School

Job Description – Head of Year

Purpose of the Post: To monitor the progress of all students in their year group throughout their time in school and ensure that they attain their full potential as individuals.

Reporting to: AHT Personal Development & Wellbeing

Manages: Team of Tutors

Generic Responsibilities: To carry out the professional responsibilities of a teacher as outlined in the National Standards for Classroom teachers and those covered by the latest School Teacher's Pay and Conditions Document.

Key Responsibilities

Leadership and Management of Year Group

- Facilitate leadership of year group, managing year group staff and students to ensure rigorous behaviour systems are sustained and students are making good academic progress
- Lead, support and hold accountable a professional community of form tutors
- Lead the management of all aspects of school life for the year group, including leading a tutor team
- Coach, observe and motivate teachers within the key stage
- Regularly analyse student performance data, reviewing attainment, progress and behaviour, including the performance of specific groups within the year group, especially children in receipt of free school meals, pupil premium funding, or looked after children, and act accordingly
- Organise and, through a team of tutors, implement a framework for daily tutor activities, tasks and assemblies

- Be proactive in the social, emotional and academic well being of students, in collaboration with other staff members and other external agencies, as appropriate

Year Group Ethos and Culture

- Foster a strong sense of school community and ethos among both staff and students
- Establish positive working relationships with parents and carers of the year group and communicate regularly with them
- Act as a positive role model to staff and students, communicating the highest expectations of behaviour, attendance and punctuality
- Implement and reinforce a consistent behaviour policy and system of rewards and sanctions, characterised by consistent, orderly behaviour and caring, and respectful relationships

Teaching & Learning

- Set high expectations so that all students are inspired, motivated and challenged to reach their full potential, and in doing so meet their progress and attainment targets
- Plan and teach well-structured, differentiated lessons that are aligned to the agreed curriculum and cultivate every student's intellectual curiosity
- Use data to inform teaching and learning, identify areas for intervention and provide feedback to students, staff and families in order to promote progress and outcomes
- Manage behaviour effectively to create a safe, respectful and nurturing environment
- Work collaboratively with colleagues as a committed team member, building successful, high performing teams
- Work with colleagues, students and families to develop a strong school community

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.