



Job Description for Head of Year

Responsible to: Head and Deputy Head

Role Purpose: Our Heads of Year (HoYs) provide the essential pastoral leadership and management of their year groups, to include staff and pupils. They are active in this role daily, engaging with a wide range of issues, both academic and pastoral, that support and enhance the well-being of their cohort. HoYs are often the first point of contact for parents and external agencies and act as a conduit for all information pertaining to their year. In sum, HoYs are key to the maintenance of Merlin's ethos and the positive experience of children as they journey through the school.

Management

- Be aware of the ethos of the school and to seek to implement its policies at all times, in or out of the classroom, and to maintain its standards of behaviour for staff and pupils at all times
- Be present prior to morning registration and after school to allow time to address concerns with staff and/or pupils
- Leadership of Class Teachers including holding regular meetings to ensure that relevant policies of the school are understood and implemented
- Monitor the taking of registers by Class Teachers, ensuring that they are taken accurately and being available to assist where necessary.
- Develop and oversee the implementation of a timetable that develops pupils' personal and academic wellbeing and is in line with the whole school pastoral development
- Carry out observations of lessons
- Oversee year group planning
- Be involved in the informal assessment and admission of new pupils to the year group
- Attend Head of Year meetings
- Have an overview of and oversee the calendar with regards to the year group
- Oversee and support the School Office with communication with parents where appropriate
- Promote and attend events outside of the school day that involve members of the year group and/or wider school. This will include parent events, the annual Summer Fair, parent talks etc. (this list is non-exhaustive).
- Take on the responsibility for annual dramatic school-based productions

Curriculum

- Assist the Head and SLT in establishing a sound work ethic in the year group
- Liaise with the Head/Deputy/Assistant Deputy Head and Curriculum Coordinator/Head of Subject/SENCo concerning the individual needs of pupils
- Have an overview of the curriculum for the year group, together with the school's system of assessment, tracking and reporting
- Support the SLT to identify and monitor pupils who require Academic Monitoring by using the school's assessment and tracking system. This will involve identifying pupils who are causing concern across subjects and create action plans for supporting these pupils in order to raise their attainment and/or effort and wellbeing
- In conjunction with the SLT assist in the effective management of all assessments

Pastoral

- Create and nurture an environment of high standards and expectations for behavioural and academic excellence within the year group including overseeing year group planning
- Support staff and pupils in achieving high standards of behaviour and attainment by taking the lead in consistently enforcing the school's behavioural management policy
- Monitor and enforce the school's uniform policy
- Identify and monitor pupils who require Behavioural Monitoring, also by ensuring that achievements, sanctions, communication and concerns are updated on Engage on a regular basis by Class Teachers
- Support staff and children where there are concerns of misbehaviour, through observations, meetings and target setting
- Work in conjunction with pupils, staff, parents and outside agencies where increased pastoral support is identified
- Liaise with Class Teachers regularly on matters of administration, control and discipline
- Be responsible for the induction of pupils to the year group, both academically and socially
- Establish and reinforce the identity of the year group, including the preparation and holding of assemblies, in line with whole school ethos and pastoral development
- Write to and meet with parents about individual successes, targets, problems, indiscipline, welfare etc, liaising with Class Teachers and members of staff as appropriate
- Conduct Pupil Voice Questionnaires and act on suggestions and concerns in consultation with the SLT
- Monitor pupil wellbeing closely to ensure early detection and reporting of safeguarding concerns.

Administrative

- Monitor attendance and punctuality through the Engage summary and identify and address any concerns
- Issue sanctions for misbehaviour and lateness in line with the school's policies
- Assist in the preparation of confidential reports for the transfer of pupils to and from other schools
- Liaise with the Head and SLT in preparation of class lists and any subsequent changes during the academic year
- Log and ensure the logging of all incidents/communications on Engage. Monitor all entries and identify concerns
- Co-ordinate all information on pupils of a personal nature and to keep staff informed of any matters likely to cause concern or affect a child's wellbeing or performance
- Liaise with the Head, SLT and School Office on any correspondence to parents whether in person, by telephone, by email or by letter
- Report any concerns regarding pupils to the Head and SLT

Undertake any other reasonable related tasks as requested by the Headteacher or Senior Management.

General

This job description should be regarded as enabling rather than prescriptive. There are further year-group specific responsibilities. It will be subject to regular review as the needs of the school evolve. This list of duties is non-exhaustive and you may be required to undertake other reasonable and comparable duties as the Headteacher and Senior Leadership Team may require from time to time.