

Netherhall School

An Ambitious, Caring Community



Our ref: jpi/ges/job des/Head of Year -11/06/20

Netherhall School – Job Description

Title: Head of Year

Accountable to: Assistant Head Teacher Line Manager

Purpose: Lead and manage every aspect of Year Group provision so that performance targets are met through the attainment and progress of individual students.

Specific duties and responsibilities:

- Lead the Year Group by building and maintaining an ethos of high expectations, hard work and independence in learning
- Oversee the welfare and progress, both academic and pastoral, of all students
- Advise the Senior Leadership Team of appropriate curricular and extra-curricular opportunities for the Year Group and assist them in the planning and implementation of any curriculum changes
- Provide leadership and support to Year Team tutors
- Liaise with external providers to ensure appropriate progress for all students
- Ensure all school policies are followed
- Committed to the safeguarding and well-being of students in the year group

Achievement of Students

- Work with the SLT, heads of department and subject teachers to establish a climate of high expectations for individual student achievement
- Assist in the process of setting targets for students and support them in achieving their expected progress
- Use all available data to monitor students' progress and, where necessary, work with the tutor team to manage appropriate and timely interventions
- Analyse data after each data collection, and after external results where appropriate, making year on year comparisons
- Liaise with subject departments regarding the development and maintenance of academic standards and enrichment opportunities
- Work with the SLT and tutors to keep abreast of curriculum and academic developments and continually review the curriculum and enrichment provision
- Play a leading role in enhancing the quality of teaching and learning throughout the Year Group using your own classroom practice as an example of high quality teaching and learning

Pastoral

- Support the delivery of the spiritual, moral, cultural, aesthetic, social, vocational and physical development of students within the Year Group
- Support and promote the delivery of the fundamental British values amongst the year group
- Take overall accountability, supported by tutors, for Year Group attendance, punctuality, appearance and disciplinary issues
- Establish a positive, collaborative working relationship within the Year Team to ensure the smooth and consistent running of the tutor groups

Netherhall Road, Maryport, Cumbria, CA15 6NT

Tel: 01900 813434 Ext. 0 (Main Reception) | **Email:** office@netherhall.cumbria.sch.uk

Head Teacher: Mr. David Tromans BA(Hons), PGCE, NPQH, MEd

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Pastoral continued:

- Monitor the physical fabric of the Year Area and create a positive ethos through display and encouragement of high expectations and student responsibility
- Manage the delivery of assemblies, external speakers and other staff
- Oversee all other extended curricular and extra-curricular activities in the Year Group, including fund raising
- Organise and develop the Year Group council and hold regular discussions with students to hear, and act upon, their views of provision and quality
- Identify and resolve problems within the year-group on a day-to-day basis, in conjunction with tutors, departmental colleagues and senior colleagues where necessary, and in line with school disciplinary procedures
- Have knowledge of and monitor all pupils "on report" in the year-group; being proactive in applying the full range of strategies available to promote positive attitudes to learning
- Monitor the achievement and behaviour points of students and share this information regularly with students, parents and staff
- Contribute to seclusion, colleague support and detention duties
- Attend multi agency meetings and keep appropriate records
- Lead and deliver Early Help Assessments when required

Leadership and Management

- Be operationally responsible for the day-to-day management of students
- Identify and address key pastoral and curriculum issues. Further, review the impact of any decisions and actions taken
- Lead the Tutor Team and ensure they monitor students' commitments and, where necessary, advise on academically or pastorally appropriate adjustments
- Plan, in conjunction with tutors, the tutor programme and monitor its delivery, including the tutor mentoring programmes
- Work with the tutors and the Assistant Head Teacher Line Manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- Ensure that all records, results and files are kept up-to-date
- Encourage good communications within and between year groups
- Work with the AHT to organise and implement the transition and induction processes
- Work closely with the Head Teachers of local schools in order to improve recruitment
- Support the options process for the parents and pupils of Year 8, if appropriate
- Oversee communication with parents on all matters and ensure that parents receive appropriate information. This includes managing parent's evenings and progress reports to parents
- Meet all published school deadlines
- Ensure the Year Group budget is closely monitored and used effectively
- Cover for absent tutors when necessary
- Monitor SIMs daily, produce reports and utilise the data available to effectively manage the year group

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Teachers may be required to undertake any other reasonable duties at the request of the Headteacher.

This Job Description supplements the Teachers' Standards (England) as they underpin the framework of professional standards for post-threshold teachers, excellent teachers and advanced skills teachers which are set out in Annex 1 of The School Teachers' Pay and Conditions Booklet (STPCD 2012). They are also presented as the basis for this Job Description which Netherhall School has adopted for all Teachers.

This job description is reviewed by the Governors' Personnel Committee, and may be changed after due consultation with the post holder in line with any changes in the STPCD.

The terms and conditions of employment to the post are as described in the contract of employment, STPCD, and the 'Burgundy Book' (Conditions of service for school teachers in England and Wales)

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