

**Job Title:** Head of Year

**Salary:** MPS/UPS + TLR 2b (£5,528)

**School:** Robert Barclay Academy

### Aim and main purpose of the job

To be responsible for the academic and pastoral development of all students in the year group and to ensure that they gain maximum benefit from the opportunities available to them at RBA.

A Head of Year will focus on individual students, to ensure:

- Academic progress appropriate to individual ability;
- Positive behaviour and attitudes to school;
- High levels of school attendance;
- Involvement in extra-curricular activities.

### Principal Areas of Responsibility:

- Leading and managing a tutor team
- Student tracking, including intervention to improve underachievement, poor behaviour and low attendance
- Student support, including liaising with subject staff, Learning Support Department and parents
- Management and development of the PSHE programme (and assemblies)

### Key Tasks

Leadership of tutor team:

- Chair calendared year team meetings, with agendas and minutes;
- Support and monitor tutors' performance of their roles;
- Monitor tutors and forms regularly during tutor time to ensure consistency of experience.

Student monitoring, tracking and intervention:

- Interrogate students' data after each Progress Report;
- Lead tutors in intervention to improve poor behaviour, including use of report system;
- Lead tutors in planning and carrying out intervention for underachieving students;
- Lead tutors in intervention to improve low attendance;
- Track groups of students, SEN, pupil premium, ethnic minority etc;

- Monitor impact of interventions;
- Provide support to subject teachers to manage individual students;
- Plan intervention with Heads of Department and subject staff when behaviour support is required;
- Liaise with parents to ensure they are involved in planned support;
- Refer to SENCO or external agencies when additional support is required;
- Monitor and encourage extra-curricular involvement of students;
- Liaise with PSHE co-ordinator to plan PSHE programme (Extended Tutor Time and assemblies);
- Provide materials for form tutors to deliver the PSHE programme;
- Monitor the effectiveness of the PSHE programme;
- Plan and deliver weekly assemblies linked to the PSHE programme.

**Responsible to: Assistant Headteacher i/c Pastoral**

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

*The job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.*