



Stowe Valley
MULTI ACADEMY TRUST

JOB DESCRIPTION

Head of Year	
Scale	TMS/UPS + TLR2b
Section	Teaching Staff
Responsible to	SLT Line Manager
Responsible for	<ul style="list-style-type: none"> <input type="checkbox"/> To lead both the team of tutors and cohort of students. Establish a clear vision and high expectations, identifying key areas for improvement and planning appropriate actions to meet them. <input type="checkbox"/> To provide pastoral support to a cohort of students including liaising with families, outside agencies, and the wider community as appropriate. <input type="checkbox"/> To manage both the people and resources associated with each year group. <input type="checkbox"/> To promote the ethos of the school through leading high-quality assemblies and contributing to a high-quality pastoral programme

Job Purpose	To provide pastoral leadership and support that instil the school's values, contribute to our culture and provide the environment and conditions for students to thrive.
Duties and Responsibilities	<ul style="list-style-type: none"> <input type="checkbox"/> To be an effective teacher, working with department colleagues to deliver the curriculum, raise achievement and facilitate memorable experiences. <input type="checkbox"/> To maintain a presence around the school to ensure that the highest standards of behaviour and attitude are upheld. <input type="checkbox"/> To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate. <input type="checkbox"/> To be active in issues of staff and student welfare and support. <input type="checkbox"/> To liaise with outside agencies as necessary to support and promote student welfare and achievement. <input type="checkbox"/> To act as a role model for tutors by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development and professional presence in the year team. <input type="checkbox"/> To lead and manage a team of tutors and maintain regular formal and informal contact with tutors. <input type="checkbox"/> To ensure all tutors understand and are actively implementing the key aspects of the school's policies including those for behaviour, attendance, uniform and safeguarding.

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| | <ul style="list-style-type: none"> <input type="checkbox"/> To make a significant contribution to the induction of tutors referring any individual training needs to the member of SLT with responsibility for staff INSET. <input type="checkbox"/> To have an overview of all the different care pathways and guidance available and received by students e.g. learning mentor, SENCO, teaching assistants, careers advisor, external agencies etc. <input type="checkbox"/> To provide a link for parents, tutors, SENCO, teachers, Heads of Department, SLT and external agencies. <input type="checkbox"/> To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their children. <input type="checkbox"/> To contribute to the organisation of any parent information evenings by encouraging and monitoring parent attendance to such events. <input type="checkbox"/> To monitor student attendance and punctuality on a weekly basis and to take all the appropriate steps to ensure that attendance and punctuality of students in the year group are at the highest levels. <input type="checkbox"/> To monitor student behaviour, attendance and achievement using the school's MIS and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards. <input type="checkbox"/> To oversee students on report and make contact with parents when necessary. <input type="checkbox"/> To work with form tutors to ensure appropriate follow-up to reporting procedures and to play an important part in the evaluation of reporting procedures. <input type="checkbox"/> To play the leading role in the implementation of the school's behaviour policy and systems, referring situations to the appropriate member of SLT when appropriate. <input type="checkbox"/> To contribute to the management of key school events: for example, induction, transfer arrangements, trips and visits, extra-curricular programme and events. <input type="checkbox"/> To ensure that all tutors have access to relevant materials in order to deliver high quality tutorial activities. <input type="checkbox"/> To maintain individual student records as necessary and ensure that they are kept up to date. <input type="checkbox"/> To monitor the quality of learning experienced by the year group, liaising with heads of departments and offering support and guidance where necessary. <input type="checkbox"/> To manage the induction process for 'in year' admissions of new students including meeting with families, preparing timetables and liaising with key staff. <input type="checkbox"/> To coordinate internal exam series and communicate effectively with students, parents and staff over arrangements <input type="checkbox"/> Support the effective running of behaviours systems via supervision of detention and support the Walkabout Rota <input type="checkbox"/> To act as member of the school safeguarding team and foster a culture of safeguarding at all times. <input type="checkbox"/> To lead EHAs and contribute to the support for all students with social care involvement. <input type="checkbox"/> To case manage extended non-attender students including weekly contact and home visits as necessary. <input type="checkbox"/> To cover lessons to support with staff absence where required. <input type="checkbox"/> Actively contribute to, and fulfil, staff and school responsibilities for |
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	<ul style="list-style-type: none">□ Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the school□ Co-operate to enable the school to meet its health and safety responsibilities□ Adhere to all Health and Safety procedures in place both across the whole school and in relation to specific work areas to ensure the safety of everyone on the school site. <p>Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head of Year will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.</p>
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**Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.
COMMITTED TO EQUAL OPPORTUNITIES**