



BIRCHENSALE MIDDLE SCHOOL

JOB DESCRIPTION

HEAD OF YEAR (PASTORAL)

Name:	T.B.C
Reports to:	Senior Leadership Team
TLR:	TLR 2(A)

Duties and key result areas:

Professional Duties to be carried out in accordance with the terms and conditions of the current School Teachers' Pay and Conditions Document issued by the DFE.

Purpose of Job:

To provide leadership in the development and management of pastoral work within the school with particular reference to a single year group; and to teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Headteacher.

Relationships:

The Head of Year is responsible to the Headteacher and Senior Leadership Team on all matters and should liaise with the Curriculum Leads and Subject Leaders on curriculum matters where appropriate.

Main Duties/Responsibilities:

General:

- Effectively leading the teaching staff, providing a clear vision and direction to their work and identifying areas for improvement.
- Managing people and resources associated with the year group.
- Monitoring the quality of teaching and learning, liaising with Subject Leaders and offering support where needed.

Leadership and Management:

- Managing teaching staff effectively, setting the agenda for meetings, providing training and guidance, and encouraging staff to achieve to the best of their abilities.
- Obtaining an overview of the additional needs of students and how these can be met.

- Acting as the link between parents, teachers, the SENCO, Subject Leaders, Senior Leadership Team and external agencies.
- Monitoring pupil attendance, behaviour and attainment, and, in consultation with staff, deciding on appropriate sanctions, interventions and rewards
- Overseeing pupils on report and contacting parents where necessary.
- Advising the Head Teacher where there is a need for a fixed-term exclusion.
- Providing a varied and productive range of assemblies.
- Contributing to the appraisal process as needed.

Academic Progress:

- Reporting to the senior leadership team on the progress of the year group as a whole and the progress of individuals.
- Monitoring the setting of homework, and checking that homework levels are fair, the standard is challenging, and that pupils complete the homework assigned to them.
- Monitoring the quality of teaching and learning through discussions with staff and pupils.
- Liaising with staff regarding the progress of pupils in the year group with additional needs.
- Visiting lessons to monitor teaching and learning.
- Supporting teaching staff when a class has been identified as in need of intervention.

Administration:

- Organising a framework for day-to-day administrative tasks (for example, signing planners) and year specific tasks (for example, preparation for exams).
- Managing in-year admissions for new students in line with the school's admissions policies and procedures, working alongside the Senior Leadership Team.
- Coordinating events such as parents' evenings.
- Contributing to policy development and decision making.
- Responding to parental enquiries by telephone, letter or email.
- Maintaining accurate records of all communication with parents.

Continuing Professional Development:

- Securing continuing professional development opportunities for staff within the year and ensuring courses are in line with the assessed needs of the teaching staff.
- Undertaking any necessary professional development as identified in the School Improvement Plan.

Health and Safety:

- Ensuring that risk assessments are in place and reviewed as necessary in line with the school's health and safety policy and procedures.
- Ensuring that team members are aware of health and safety issues and follow reporting procedures.
- Taking responsibility for the health, safety and welfare of others affected by your actions or inactions.
- Cooperating with the school on all health, safety and welfare matters.

Managing Resources:

- Keeping the department's spending within budget and ensuring that stock and equipment are well cared for and economically used.
- Managing, monitoring and accurately accounting for any assigned budget.
- Evaluating, organising and monitoring the use of resources.

Pastoral:

- Taking overall pastoral responsibility for the full year group and being accountable for progress.
- Assuming responsibility for the welfare of pupils, following up incidents, maintaining detailed records, arranging sanctions and meeting parents.
- Attending meetings with the head of key stage.
- Supporting pupils via counselling, and disciplining pupils as and when appropriate.

Additional:

- Supporting and assisting in the planning of house events.
- Supporting and assisting in the planning of whole year trips.
- Developing and training departmental staff, including participating in performance review arrangements and the supervision of newly qualified or appointed teachers.
- Taking part in regular departmental meetings.
- Liaising with other Year Groups.
- Co-operating with the appropriate colleagues to manage pupil behaviour and progress
- Liaising with the deputy headteacher in all matters concerned with the timetable, curriculum, assessment, and student achievement.
- Delegating effectively among colleagues appropriate administrative tasks, along with department responsibilities and duties.
- Encouraging the development of new approaches, methodologies and initiatives within the department.
- Supervising the work of support staff.
- Overseeing the health and safety of pupils and staff.
- Ensuring that departmental rooms present a stimulating environment.
- Carrying out a share of supervisory duties in accordance with published rotas.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the school.

M Brazier
Headteacher

Head of Year (Pastoral)

Date:

Date: