

Head of Year, Cambourne Village College

JOB DESCRIPTION

Created June 2019 for academic year 2019/20

Next review: June 2020

Salary TLR 1d (£7,853)

Line of Responsibility

The Head of Year is directly responsible to the Deputy Principal Pastoral

Line Management

The Head of Year is responsible for the performance of all staff within the year group in their pastoral capacities and may be required to act as a team leader within the school's Performance Management scheme.

MAIN PROFESSIONAL DUTIES

Strategic purpose

Under the direction of the Senior Leadership Group, the Head of Year will exercise overall responsibility for the pastoral care and academic progress of a year group and the effective leadership of the year team.

Operational responsibilities

Head of Year

- Take overall responsibility for leading a team of tutors, and oversee and support their pastoral work with the year group
- Ensure a programme of activities for tutors to use during registration and other form times
- Ensure a stimulating programme of year group assemblies
- Meet with the year tutors on a regular basis
- Ensure that all appropriate pupil records are kept, used and up-dated regularly
- Track pupil progress after every reporting cycle, taking action in collaboration with staff, parents and other agencies to ensure that every student in the year group is achieving his or her full, positive potential
- Monitor attendance and punctuality and take action where attendance is less than 95%, making home visits where necessary
- Ensure that year tutors are fulfilling their legal requirements regarding pupil registration
- Encourage a positive ethos within the student body

- Promote good behaviour within the year group and, when necessary, use the College's disciplinary processes to that end
- Liaise with parents about pupil progress and, when necessary, about areas of concern. This may involve visiting the homes of 'hard-to-reach' parents
- Assist in the organisation of parent consultation
- Liaise with outside agencies attending meetings wherever necessary, and ensure that all support mechanisms such as behaviour reports, EHA, and IBPs are appropriately used
- Liaise with other key personnel within the school as necessary

Performance Management

The Head of Year will agree professional targets annually with the Deputy Principal, who will monitor and review her/his performance in accordance with the school's performance management policy.

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

The post holder should uphold the College's policy in respect of Child Protection and safeguarding matters.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder will be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the College's performance management scheme.