

Job Description for Heads of Year

The vision of the Brentford Teacher

Teachers make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships and work with parents in the best interests of their pupils. A Brentford teacher must achieve this through adhering to the teacher standards as well as the Brentford values that guide our professional conduct.

EXCELLENCE



CREATIVITY



VISION

<p>Ambitious Courageous Achieving Leadership</p>	<p>Risk taking Flexible Inquisitive Reflective</p>	<p>BSfG skills Values Technology Global</p>
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The Head of Year will be responsible for supporting the pastoral and academic needs of the child. Heads of Year will work across the school in ensuring excellent behaviour and discipline and outstanding outcomes for pupils within the year group.

Job Title	Head of Year
Responsible to	Member of SLT
Line Management of	Year team
Salary	TLR1a £9,272 pa
Job Purpose	<ul style="list-style-type: none"> • To develop a clear vision for the year group and be responsible for the development, delivery and evaluation of a year based action plan. • To be responsible for the leadership, management and co-ordination of pastoral care for all students across the year group.

- Accountable for researching, leading and co-ordinating year based intervention strategies; monitoring and evaluating the impact of year based interventions.
- To lead on year based guidance and events (including assessment events) and be responsible for communication with parents, students, staff and other stakeholders.
- To develop a positive student learning culture by leading on an SMSC, study skills and extra-curricular programme to support the personal development needs of all students in the year group.
- To be accountable for behaviour and student attendance across the year group; to lead on strategies that ensure high standards of behaviour and attendance for all students across the school
- To fulfil the functions outlined below (and those delegated from time to time) in order that the school provides an efficient, effective and inclusive education for all its students.

Roles and responsibilities

- To use data effectively to identify students who are underachieving, create and implement plans of action to support those students.
- To define, develop and lead on relevant intervention strategies, for the year group, and evaluate and report on their effectiveness.
- To be accountable for attendance, punctuality, rewards, behaviour and uniform standards of students within the year group.
- To lead on all attendance issues including attendance ESW actions to ensure the highest standards of attendance across all year groups.
- To lead on guidance information and events to support students as they progress through the school.
- To develop, lead and monitor the delivery of a high quality pastoral programme, consistent with whole school policies and ethos; including the implementation and monitoring of a high quality tutor programme.
- To be responsible for the development and organisation of Year based extra-curricular activities including trips and events, charity work and supporting with House activities

- To lead on monitoring and appraisal of a team of Tutors, Co tutors, to ensure the highest possible pastoral standards.
- To lead on all Year specific programmes and initiatives that relate to the curriculum, teaching and learning (including Year group monitoring weeks), target setting, Year councils, work experience and careers and options guidance (This list is not exclusive)
- To provide strong management in the maintenance of school systems, ensuring that records are kept effectively and actions delivered on
- To be responsible for safeguarding and the welfare of students in the Year group including when possible attendance at safeguarding and child protection review meetings
- To ensure the consistent implementation of all school policies and procedures, that relate to students in the Year group.
- To lead on liaison and communication with parent /carers ensuring timely follow up (Within 24 hours), including the organisation of key events such as transition, the reports process, parents' evenings and information and guidance events relevant to students in the year group.
- Work closely with the SENCO, other inclusion staff to ensure that individual needs of students are met in the classroom.
- Responsible for staff appraisal as determined by the Head teacher and the monitoring of progress towards appraisal targets.
- Responsible for the implementation and evaluation of the year group's annual improvement plan.
- To take a lead role in the development of a team through exemplary leadership, professional support, management and guidance and be involved in the recruitment of staff where appropriate.
- To be a high profile, supportive and visible member of staff, contributing to the day to day management of the school and specifically taking responsibility for the year group bases/areas during unstructured times

- To be a key participant in whole school policy development.
- Responsible for the effective and efficient management of the physical, material, human and financial resources.
- To be accountable for the outcomes within the year group and report regularly to leadership team on students progress

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Brentford School for Girls or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.

Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities. Staff at Brentford will also be responsible for any other duty deemed reasonable as directed by the Headteacher. Staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

Signed: _____

Date: _____