

KIRKLEES COUNCIL

J O B D E S C R I P T I O N

SECTION: ALL SCHOOLS MODEL

JOB TITLE: HEAD OF YEAR
(Spen Valley High School)

GRADE: 9, (SCP 23-26)

PURPOSE OF JOB

To work with the Assistant Headteacher for Inclusion & Behaviour in managing the welfare of pupils and monitoring academic progress in the year group.

KEY AREAS

1. Pupil Support/Welfare
2. Teaching Support
3. Curriculum Activities
4. General

DUTIES AND RESPONSIBILITIES

1. Pupil Support/Welfare

- 1.1 Responsible for identifying any issues regarding the year group pupils and bringing these to management's attention.
- 1.2 Responsible for day to day management of students in your year group with responsibility for behaviour, attendance and pastoral needs.
- 1.3 Responsible for discussing sensitive issues with parents/carers, for example, behaviour, uniform, attendance, etc.
- 1.4 To promote, encourage and maintain high standards of attendance, behaviour, health and safety and dress.
- 1.5 To observe the School's Child Protection procedures.
- 1.6 To assist in carrying out the School's Discipline Policy.
- 1.7 To support the School's Health and Safety Policy.

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2. Teaching Support

- 2.1 To liaise with the key teachers to ensure that pupils' learning is adequately supported in the year group.
- 2.2 To liaise with the Achievement Co-ordinator to monitor progress of identified pupils.
- 2.3 Liaison with parents/carers.
- 2.4 To liaise with Inclusion Support Workers and the Personalised Learning Manager regarding specified pupils, discussing progress, behaviour, etc. Disseminate information to teachers as necessary/appropriate.

3. Curriculum Activities

- 3.1 Co-ordinating the collection of relevant student data for a year group to provide tutors and Deputy Head with information to assist academic and personal monitoring.
- 3.2 Responsible for supporting the year group's decision making by providing and advising on relevant data.
- 3.3 Responsible for collecting, collating and monitoring relevant data.
- 3.4 Organisation of year group reports.
- 3.5 Co-ordinate the monitoring of the use of pupil diaries by tutors to promote effective communication in school and within the home.
- 3.6 Collating information on the behaviour of the year group via on-call book and Pupil Database.
- 3.7 Co-ordinate for the year group the provision of information regarding late to lessons by pupils and provide advice to specific pupils.
- 3.8 Co-ordinate the tutor team to provide effective and efficient timetabling within the year group.
- 3.9 To support the election of representative for School Council and assist in the organisation of the Council.
- 3.10 To organise and attend Parents Evening for the year group, communicating the evening to parents and staff, organising appointment sheets and liaising with caretaking teams.

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4. General

The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.

- 4.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.
- 4.2 Carry out your duties with due regard to current and future School's/LA's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

RESPONSIBLE TO: **Assistant Headteacher for Inclusion & Behaviour**

RESPONSIBLE FOR: **None**

Date	March 2019
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