

# ST BERNARD'S HIGH SCHOOL

## A Catholic Academy for Arts & Science

### JOB DESCRIPTION

<b>Title of post:</b>	<b>Head of Year</b>
Purpose:	<p>To monitor and support the overall academic progress and personal development of students in a year group across the curriculum.</p> <p>To lead, develop, and enhance the practice of others in relation to tutoring, academic mentoring and pastoral guidance.</p> <p>To have line management responsibility for a number of Tutors.</p> <p>To support the delivery of PSHE across the Key Stage group.</p>
Responsible to:	Deputy Head Teacher, Pastoral
Liaison with:	Head Teacher, Senior Leadership Team, pastoral staff, any relevant non teaching support staff, LA representatives, external agencies and parents.
Working time:	Full Time – 195 days per year
Teaching and Learning Responsibility Point Salary:	TLR2B
Disclosure level:	Enhanced
Main Duties:	
To monitor and support the overall academic progress and personal development of students in a year group across the curriculum	<ul style="list-style-type: none"> <li>To identify appropriate attainment and/or achievement targets using student attainment data for all students in a year group.</li> <li>To monitor student standards and achievement against whole school annual targets.</li> <li>To monitor standards of students' behaviour, attendance, punctuality and application.</li> <li>To lead evaluation strategies linked to overall academic progress and personal development to contribute to overall school self evaluation.</li> <li>To plan and implement strategies where improvement needs are identified.</li> <li>To ensure regular and effective communication with parents, partner schools, and relevant internal and external support services.</li> <li>To ensure effective transition and transfer procedures.</li> <li>To support the spiritual development of a year group through leading assemblies and Christian Action.</li> </ul>
To lead, develop, and enhance the practice of others in relation to: tutoring academic and pastoral guidance.	<ul style="list-style-type: none"> <li>To monitor the quality of academic tutoring and pastoral guidance for students in a year group.</li> <li>To monitor the quality of morning worship and tutor group Assemblies.</li> <li>To maintain personal expertise in identifying social, emotional, academic barriers to learning and share this with other teachers.</li> <li>To act as a role model of good practice for Tutors, modelling effective strategies with them.</li> </ul>

	<ul style="list-style-type: none"> <li>• To induct, monitor and support new staff in their tutoring and guidance role.</li> <li>• To carry out performance management reviews with identified staff, should there be a need.</li> <li>• To co-ordinate CPD needs and opportunities in tutoring academic and pastoral guidance.</li> </ul>
To have line management responsibility for a team of tutors	<ul style="list-style-type: none"> <li>• To plan the deployment of staff expertise to achieve school improvement objectives.</li> <li>• To take initial responsibility for the professional development of a number of tutors.</li> </ul>
To support the delivery of PSHE.	<ul style="list-style-type: none"> <li>• To keep up to date with national developments in pastoral care, guidance and supporting learning.</li> <li>• To contribute to planning and delivery of PSHE.</li> </ul>
Teaching:	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>
Additional Duties:	<p>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</p> <p>Heads of Year are expected to:</p> <ul style="list-style-type: none"> <li>• Play a part in ensuring a high level of punctuality across all year groups.</li> <li>• Take direct responsibility for the attendance and punctuality of their year group.</li> <li>• Spend part of one lunchtime a week touring the school site, in order to gain further pastoral information on their year group.</li> </ul>
Other specific duties:	<ul style="list-style-type: none"> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote the school's corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To actively engage in the staff review and development process.</li> <li>• To undertake any other duty as specified by the School Teachers Pay and Conditions not mentioned in the above.</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, it may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:..... Head of Year

Signed:..... Head Teacher