

# South Dartmoor Community College and the Atrium

## Job Description – Head of Year



<b>Job Title:</b>	Head of Year (Non-Teaching)
<b>Location:</b>	Across the Trust (currently based at South Dartmoor Community College and the Atrium)
<b>Grade:</b>	Devon NJC Grade F - £29,174 to £32,798 per annum pro rata (£24,983 - £28,086 actual)
<b>Reports to:</b>	Director of Key Stage

### KEY PURPOSE OF ROLE

- To ensure all students, including those from identified cohorts such as students with SEND or entitled to Pupil Premium funding, make outstanding progress.
- To promote outstanding personal and social development.
- To lead a dedicated team of tutors in ensuring students are ready for learning.
- To raise student aspiration and ensure excellent behaviour for learning across the schools.
- To ensure the welfare needs of all students are met exceptionally well, including with respect to Child Protection, so all students are best placed to make excellent progress.
- To ensure high levels of attendance are achieved.
- To ensure clear and supportive lines of communication are developed between the schools and home.
- To take responsibility for a whole school activity aimed at developing students more holistically such as Forest School, Outdoor Education, ASDAN.

### KEY ROLES & RESPONSIBILITIES

#### Students and Parents

- Working within the Year Leader Team, monitoring and promoting each student's personal and social development and, specifically, their academic progress through devising appropriate procedures and practices, including tracking assessments.
- Ensuring that meaningful learning conversations take place on a regular basis throughout the year between tutors and students and that rigorous tracking and monitoring is part of the learning culture – including the development and implementation of policies to support the learning of discreet groups such as HPA and vulnerable children, for example.
- Maximising each student's learning and progress by creating a well-ordered environment based on high expectations of behaviour according to the Schools' Behaviour Policy.
- Promoting a positive ethos within the schools which sets high standards and enhances each student's self-esteem, fosters good relationships between students and between students and staff, leading to cohesion and a positive team spirit.
- Communicating clearly, effectively and promptly with parents and keeping them fully informed of their child's progress, and thus promoting a well-informed, positive and co-operative partnership between the home and the schools and logging accordingly.
- Providing students with opportunities to make positive contributions to the schools as well as their local and global communities.
- Liaising with the Senior Leadership Team to support the organisation of learning conversations as part of tutor sessions and academic mentoring where appropriate.
- Analysing attendance data and accordingly, addressing issues in order to improve student attendance.
- Organising a programme of assemblies that promote schools aims and policies.
- Supporting and developing Student Voice, leadership and responsibility of students, including the prefect system.
- Overseeing effective and efficient records of students enabling monitoring of student progress.
- Overseeing the effective and efficient records of students' achievements, including co-ordinating Celebration Assemblies and supporting the reward system.
- Ensure effective induction of new students and the supportive transfer of students leaving the schools.
- Leading on safeguarding and Child Protection concerns within the year group.
- Developing students' skills and experiences by leading a whole school activity.

## Staff and other professionals

- Leading, building and guiding a team of tutors into a united, effective and professional team through regular weekly meetings/briefings.
- Liaising with the Leadership Team, SENDCO, Heads of Departments and external agencies to support as necessary when students' performance or conduct gives rise for concern or merits special congratulations and with regard to meeting students' additional needs.
- Collaborating with other colleagues with regard to tutorial programmes and whole schools activities.
- Meeting with the Assistant Head on a regular basis to discuss appropriate year issues that affect students' learning.
- Organising and supporting the professional development of tutor colleagues with regard to their role as tutors / learning mentors.
- Participating in the Schools' Performance Management scheme.
- Participating in whole schools planning.
- Year Leaders to meet on a regular basis to discuss relevant issues to ensure consistency across the schools.
- Leading a duty team.
- Liaising with professionals from primary/tertiary education to ensure smooth transition in terms of student progress and pastoral needs.

## Policy

- Contributing to the strategy and implementation of policies to respond to the schools' needs.
- Keeping abreast of developments in student advice, support and guidance.
- Maintaining confidentiality of information acquired in the course of undertaking duties for the schools.
- Ensuring that every child reaches his/her full potential.

## Other information:

Schools' policy is that students will be in horizontal form groups led by a Form Tutor. It is expected that, wherever possible, Tutors will go through the schools with the same form group until students leave. Year Leaders will rotate through with their year groups except in Y7.

Other duties as appropriate to the role and as instructed by the Executive Head teacher that may also include, for example, residential experiences, alternative curriculum placements, options, work experience, leavers' procedure, reports, support for examinations.

## GENERAL TO ALL ROLES ACROSS THE TRUST:

- Prepare and contribute to Trust wide development by sharing best practice and professional feedback.
- Assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
- Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
- Comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality and Diversity.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.

Job Description produced by Executive Head teacher, January 2021