



WALTHAMSTOW ACADEMY

Job description: Head of Year

(in addition to that for a Subject Teacher)

Job Purpose

The Head of Year will ensure that students in their year group make exceptional progress and that they are stretched, challenged, supported and encouraged in and out of the classroom. The Head of Year will work with, challenge and support students, teachers and subject leaders across the academy through progress meetings, learning walks and other activities to ensure that no child or group is left behind, that there are no gaps. They will ensure that the daily, termly and yearly experience of their year group is positive, that the students are motivated, they attend school and lessons on time, they are offered and take part in extra-curricular opportunities, their voice is heard, they are exemplary students, and that their parents are supportive.

Responsibilities

- to be a role model for staff and students, someone they aspire to be like, to learn from and to follow
- to promote the aims, objectives, ethos and public image of the Academy
- to establish the highest standards of progress, commitment, attendance and behaviour by analysing data and taking action to address areas of concern
- to identify and promote the use of teaching strategies that directly support effective learning and progress
- to elicit the support of all parents and carers as active partners in children's learning
- to lead the tutor team to be responsible for the progress and development of their tutor group
- to be visible and accessible throughout the day to provide encouragement and support for students' progress
- to ensure that homework supports learning
- to ensure that all students in the year group have access to extra-curricular opportunities that meet their needs and that they are interested in and challenged and developed by
- to ensure the effective delivery of the PSHE programme in conjunction with the PSHE Coordinator
- to promote and celebrate the achievements of all students
- to ensure that rewards and sanctions are applied fairly and consistently and to monitor their use at year, class, micro-population and individual level, using findings to take action
- to provide effective roles, responsibilities and opportunities for all students and to ensure that the 'student voice' is heard
- to plan and implement an effective and varied Year Assembly programme with the active participation of tutors and students
- to organize and play a leading role in all year specific events, e.g. parents' evenings, induction and option events, examination periods
- to monitor attendance and punctuality and to develop and implement appropriate intervention strategies at both general and individual levels to raise both
- to ensure the accurate and timely completion of student registers, records and reports
- to ensure that the records of students joining or leaving the Academy are transferred and used effectively to support them, including CP information
- to plan and oversee the careful induction of newly arrived students
- to carry out any other relevant tasks and duties as may be occasionally be required



Links

- to report to your SLT line manager, the Principal, the LGB and United Learning on the progress and achievements of your year group
- to build and maintain an effective team of tutors, mentors and others, contributing to their ongoing CPD
- to hold regular team meetings for briefing, consultation, sharing of good practice and training
- to provide a key link with parents and carers in support of their child's progress
- to maintain effective internal and external links that support pupils' learning, achievement and welfare, e.g. with SENCO, Exams Officer, attendance officer....

The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post, including on appointment.

ESE Feb 2018