



Job Description - Head of Year 7

The Head of Year is expected to:

- 1) Supervise attendance and punctuality - check attendance registers regularly, discuss issues relating to absence, truancy and punctuality with tutors and, where appropriate, with the school's Attendance and Admissions or relevant member of the SLT;
- 2) Arrange meetings with parents in order to acquaint them with school policy, or to discuss any welfare problems arising concerning a particular student;
- 3) Attempt to know all students in the appropriate year group as well as possible and to become accepted as a person to whom they can turn for guidance, in addition to their tutor;
- 4) Work with other Heads of Year in an atmosphere of mutual respect and support, sharing and developing areas of expertise;
- 5) Lead a team of tutors;
- 6) Ensure that the team of tutors meets according to the school calendar and that the tutors understand the policy of the school on all important matters and develop their groups so that every student feels that the school is doing everything possible to develop his or her social and academic capabilities to the fullest extent;
- 7) Encourage and support tutors in the performance of their duties and brief the relevant member of the SLT with regard to such matters as INSET requirements and any support needs;
- 8) Organise parents' evenings for the year group and attend the information evening in Term 1;
- 9) Assist in the production, administration and delivery of the pastoral curriculum;
- 10) Liaise with appropriate outside agencies;
- 11) Liaise with SENCO and SEN team to maintain the best possible understanding of all pupils in the year group
- 12) Prepare and hold such assemblies with groups as required by the Principal
- 13) Work closely with designated safeguarding lead on any safeguarding issues
- 14) Arrange where appropriate, for the close monitoring of a student's progress and/or behaviour using Schoolpod including the holding of regular checks by the tutor;
- 15) Be responsible for the maintenance of all appropriate records including students' individual files and reports;
- 16) Direct the preparation of grade summaries, reports and references as appropriate - including confidential court/social enquiry/medical reports;
- 17) Support tutors in the monitoring of homework and proper use of the school daily diary in accordance with current policy;

- 18) Co-ordinate all information received from whatever source regarding an individual student and to ensure that such information is recorded and distributed where appropriate. This should include checking that appropriate action is taken;
- 19) Write to parents and/or outside agencies when and where necessary ensuring that the SLT member with the relevant Key Stage responsibility is kept advised as appropriate;
- 20) Support the production of student reports to parents.

In addition, the Head of Year 7 is expected to:

- 21) Attend meetings arranged with primary school head teachers to discuss the arrangements for transition from Year 6 to Year 7;
- 22) Work with the relevant member of the SLT to visit feeder primary schools in order to support the students moving from Year 6 in those schools to Year 7 at this school;
- 23) Organise the Term 6 induction days for students transferring from Year 6 to Year 7;

Person Specification for Head of Year

	Essential	Desirable
A commitment to the welfare and achievement of the students in the school	✓	
The ability to communicate well, orally and in writing	✓	
The ability to gain the confidence of staff, students and parents	✓	
The ability to prioritise and to remain calm and focussed under pressure	✓	
The ability to collate and take account of the views of others as appropriate	✓	
Good organisational and administrative skills	✓	
Experience of pastoral responsibility in a comprehensive school		✓
Experience of dealing with outside agencies		✓
A track record as a highly effective subject teacher	✓	
The ability to work well as a member of a team and to lead a team	✓	
Attended recent and relevant in service training		✓
The ability to devise effective solutions to organisational problems	✓	
The ability to see a development through to implementation and review	✓	
The ability to remain positive when confronted by unhelpful external pressures	✓	
Good personal ICT skills		✓
Experience of working with student achievement data		✓
A concern for the physical environment of the school	✓	
The willingness to 'go the extra mile' to do the job well	✓	

Experience of teaching in a mixed comprehensive school	✓	
Energy, resilience and a sense of humour	✓	