

**Thames Learning Trust
Reading Girls' School
Head of Year**

Responsible to:	Senior Head of Year / Vice Principal
Salary	TLR 2B
Hours	Full Time

Main purpose of the job

To develop and monitor systems of guidance and support designed to ensure that students within the year group maximise their achievement remain safe, happy and develop healthy lifestyles.

To oversee and monitor the pastoral development, wellbeing and learning experiences of all students in a year group across all curriculum areas.

Responsible for a team of year tutors and other relevant personnel within the year group.

Key Responsibilities

Leading/Managing and Developing Year Team:

- Demonstrate leadership, exercising a degree of devolved autonomy within the framework of the school's ethos and agreed policies
- Implement effective intervention strategies to ensure that all students are supported in achieving their full potential
- Manage and develop consistent systems for behaviour strategies for students
- To contact and respond to parents as necessary, in the interest of the child and school, adopting protocols agreed with the Assistant Principal
- Oversee year group rewards
- Carry out home visits for persistent absentees / to maintain effective communication with hard-to-reach parents/carers.
- Attend LA meetings to support NEET students, if required.
- Oversee and utilise systems of student tracking as directed by SLT
- Overview of interventions, rewards, achievement and behaviour types in order to reduce incidents of poor behaviour which impact learning.
- Ensure that all administrative tasks involved in the pastoral care and academic development of the students are completed
- Monitor and utilise systems of assessment and reporting to support the progress of all students in the year group
- Organise and coordinate parental engagement events including Parents' Evening and year group specific events such as Welcome Evening.
- Liaise with relevant staff regarding progress, conduct, and welfare issues
- Promote and monitor attendance and punctuality to support the achievement of school targets
- Oversee the work of tutor groups, providing leadership.
- Liaise and meet with external agencies to support the student's personal development within guidelines and following procedures agreed with line manager

- Manage and maintain safeguarding caseload, within the year group, under the direction of the Designated Safeguarding Lead.
- To work with SLT, SENCO and the Examination Officer to support the smooth running of internal / external examinations for students in the year group.
- To complete references for students, as required.
- To assist in the implementation of the school's policy for key group students within the year group, providing evidence of support
- To work closely with other Heads of Year and share good practice.
- To organise assemblies for the year group
- To complete roles appropriate for the year group directed to lead.
- To liaise with Heads of Department, administrative staff, SENCO, Learning Mentor and TAs as appropriate
- Support AP and DSL with safeguarding concerns of students within year group

Impact on educational progress beyond assigned pupils

- Establish an appropriate year ethos to drive for improvement
- Promote the importance of raising achievement across the year group
- To guide and partner others in ensuring a successful transition between key stages as relevant
- Encourage students' motivation and enthusiasm at Reading Girls' School developing positive responses to challenges and high expectations
- Monitor and evaluate assessment data to identify trends in student performance and issues for action for specific key groups.
- Use intervention strategies to address identified areas and evaluate the effectiveness in raising standards
- Support form tutors with appropriate strategies to help pupils progress to meet attendance/ behaviour/ achievement targets
- Provide guidance to tutors on effective use of tutor time

Leading, developing and enhancing the practice of others

- To take part in Performance Management/Appraisal as required, including being responsible for the Appraisal of others as directed.
- Conduct focused pastoral Learning Walks and disseminate examples of effective practice; monitor and evaluate the effectiveness of tutors, providing constructive feedback on a regular basis.
- Ensure that tutors make provision for inclusion of all students in their group.
- Observe colleagues during tutor time and provide feedback.
- Ensure feedback on outcomes and actions from Pastoral Learning Walks, data analysis and register scrutiny.

Liasing with:

- Heads of Year; Parents, SLT, Heads of Departments; SENCO; Attendance Services, Children's Social Services, and other relevant internal and external staff
- SLT to ensure that year team staff development needs are identified and programmes are delivered to meet them.

Quality Assurance

- To seek/implement modification and improvement where required

Management of Information

- To identify and take appropriate action on issues arising from attendance data, systems and reports.
- Analyse year group/ individual's examinations performance, including the use of attainment and progress data.

Communication

- To ensure that all tutors operate in line with school aims and objectives.
- To ensure effective communication/consultation with the parents
- To liaise with outside agencies, partner schools and other relevant bodies

Management of Resources

- To manage the available resources of space, staff, money, and equipment efficiently following school guidelines and procedures.

Teaching

- Under the reasonable direction of the Principal, to carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum:-
 - work with regard to the School Improvement plan
 - support a designated curriculum area as appropriate.

Personal Responsibility

- To implement agreed school policies including those relating to Race Equality, Equal Opportunities and Health & Safety.
- To attend training and meetings as necessary.
- To play a full and active part in activities related to the continuing improvement and prosperity of the school

Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

Thames Learning Trust is committed to adhering to the DFE guidance "Keeping Children Safe in Education". It is the individual's responsibility to promote and safeguard the welfare of children and young people in the School. Satisfactory references, enhanced DBS clearance & social media check is required for this post. This post is exempt from the Rehabilitation of Offenders Act 1974. You are required to comply with the school's Health and Safety policy at all times.

Additional Information:

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Confidentiality

During the course of employment, you may see, hear or have access to, information on matters of a confidential nature relating to the work of Thames Learning Trust. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.