

# Head of Year

## JOB DESCRIPTION

<b>Salary / Grade range</b>	<p><b>Contract: Full time, Permanent, Term time only + 5 trainings days.</b></p> <p><b>Head of Year (Maternity Cover – 1 year)</b></p> <p><b>Grade 6, points 21 to 25 - £30,825 to £33,945</b></p> <p><b>Pro-rata to actual salary estimate £26,515.17 - £29,856.50</b> <b>35 hours per week, 8.15am-15.45pm.</b></p> <p><i><b>There is also a requirement to work during evening events such as Parents' evening or celebration evenings related to the year group assigned to the Head of Year</b></i></p>
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### RELATIONSHIPS

Immediate Responsibility  
The Headteacher through the Deputy Headteacher

### MAIN CONTACTS

All members of the teaching and non-teaching staff, governors, pupils, parents and external agencies

### Main Purpose of the Job

1. To lead and direct the team of tutors, ensuring there is a strong partnership between home and school and parish, so that each pupil's educational needs is known, understood and catered for as far as is reasonably possible
2. To endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the governors and the Headteacher
3. Committed to safeguarding and promoting the welfare of children and young persons and to share in the corporate responsibility for the education and well-being of all pupils in accord with the school policies

**'Striving for excellence in all that we do.'**

Headteacher: Mr S Gabriel BSc., MSc., MBA.  
St Peter's RC High School, Kirkmanshulme Lane, Manchester, M12 4WB.  
T: 0161 248 1550  
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**Achievement**  
**Love**  
**Responsibility**  
**Diversity**

## Main tasks

1. To ensure high standards of work and discipline from the child in the year group, and to monitor that this is according to agreed school policy
2. To encourage and contribute to the display of children's work in the classroom, corridors and, when appropriate, outside the school
3. To work with form tutors, offering challenge and support, to strive for the highest possible standards of work from each pupil in the year according to his or her individual ability
4. To provide any reports on pupils as are needed from time-to-time
5. To lead year team meetings and to undertake any reasonable duties, after agreement with the Deputy Headteacher
6. To work as a member of the team of year heads and other staff in conjunction with the Deputy head and Head of religious studies in fostering the Catholic ethos of the school; to be actively involved in the religious life of the school through the liturgy, having responsibility for the organization of religious year assemblies and other year assemblies involving tutors and pupils
7. To have responsibility for supporting high standards of behaviour, courtesy and school dress within the year, ensuring parents are informed and involved
8. To ensure there is effective support for school improvement for the pupils within the year group, through on-going monitoring of the pupils' progress, target setting that is realistic and challenging, and pupil coaching
9. To monitor and evaluate the progress of all pupils taught within the year ensuring high standards of work. To work with the co-coordinator for assessment, to use assessment and target setting as a vehicle for school improvement and the raising of academic standards
10. To have an overview of the year group's punctuality and attendance ensuring parents are informed and involved; to support the school's drive for improved attendance

11. To attend meetings with parents, outside agencies, year team, case conferences and all meetings deemed appropriate to the well-being and achievement of the pupils in the year group by the Deputy headteacher
12. To ensure parents are notified, by letter, about parents' evening in good time and that the appointment system operates effectively: to ensure the hall is set out appropriately, refreshment arranged, caretaking and kitchen staff notified in good time
13. To ensure pupils have work sent home to them when they are absent from school and to liaise with the parents or their representatives
14. To support the Deputy head in the induction of new pupils as and when they arrive at school
15. To support the highest standards of academic attainment by each pupil and to foster an atmosphere of respect for individual and school achievement
16. To be fully aware of the General Data Protection Regulation (GDPR) and the legal framework that sets guidelines for the collection and processing of personal information from individuals. This includes legislation from the Data Protection and Freedom of Information Acts

## **Equal opportunities Policy**

Promote equal opportunities in all aspects of responsibility according to the school's aims and objectives.

In addition to those duties and responsibilities outlined above, the contributions of each member of staff to the work of the school will include the following:

- to play a positive role in the spiritual life of the school community;
- to maintain a high standard of discipline, appearance, punctuality and commitment in all students;
- to promote parental and community involvement in the life and work of the school.

All job descriptions are subject to modification as the needs of the school change and/or circumstances demand. Following consultation between the headteacher and the member of staff concerned, reasonable changes may be made.

This job description should be read in conjunction with the statutory conditions of the latest *School Green book for support staff Pay and Conditions Document*.

**St Peter's RC High School  
Job Description and Person Specification**

	Essential	Desirable
5 GCSEs, or equivalent, at grade C/4 or above (including English and Maths)	/	
Educated to degree level		/
Supportive of the ethos and values of the school	/	
Excellent interpersonal skills	/	
Self-motivated and organised	/	
The ability to encourage and motivate students	/	
Competent use of ICT	/	
Excellent Literacy and Numeracy skills	/	
Excellent verbal and written communication skills	/	
Flexible approach to working	/	
Willingness to take a full role in the life of the school	/	
Qualities to be a positive role model to all students	/	
Experience of event organisation		/
Excellent health and attendance records	/	
Experience of working with young people and families	/	
Experience of working with outside agencies	/	
Experience of delivering assemblies / speaking to large groups		/
Experience of supporting students in lessons, particularly those vulnerable to underachievement	/	
Knowledge of Safeguarding Policies and Procedures	/	
Experience of using SIMS		/
Experience of using CPOMS		/

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