



## Job Description

**Role:** Head of Year  
**Responsible to:** Assistant Headteacher  
**Based at:** Elizabeth Woodville School – Roade  
**Grade:** TLR2b

### Job Specification

The holder of a TLR 2b will have responsibility for leading, managing and developing student personal development and well-being and academic monitoring across the curriculum for a specific year group.

### Job Purpose

To ensure that all students in the designated Year group are supported in their learning and that they have access to high quality guidance, support, provision and experiences to develop their personal health and well-being and their personal character.

### Main Responsibilities/Accountabilities

For students in the designated year group:

- To lead a team of tutors to ensure effective delivery of the pastoral programme and to ensure students have a positive reference point throughout the school
- To provide high quality guidance and support to ensure students in the year group can develop positive behaviours, positive personal character traits and effective learning habits
- To provide academic support and to monitor the progress of students in the year group
- To establish positive relationships with parents/ carers to ensure effective home support for school to maximise progress of students in the year group
- To establish positive relationships and effective liaison with external agencies for the year group
- To ensure school management and administrative routines are followed for the year group

### Leadership of Personnel

- Tutor Team
- Appropriate support staff

### Year Specific Responsibilities

In addition to key tasks and responsibilities identified below all Heads of Year will be expected to:

- Enshrine the school values; Resilience, Confidence, Ambition, Leadership and Curiosity in all dealings with the year group. These to be particularly represented via a well-planned and coherent assembly programme.
- Year group relevant responsibility ie transition / options
- Ensure all tutors in the team deliver high quality pastoral care and guidance to all members of their tutor group; ensure all tutors consistently apply school expectations; ensure that all tutors contribute to the development of the year team underpinning core values and expectations
- Organise and ensure Parents Evenings are conducted successfully for their year group. Ensure personal attendance and leadership of all relevant evenings to monitor uptake and parent engagement
- Attend any Case Conferences, CIN meetings and EHA meetings relevant to members of their year group
- Liaise with external agencies as appropriate



## Additional Duties

- You are required to carry out the duties as set out in the Job Description and any other duties as reasonably required by the Head of School and consistent with the overall level, nature and grading of the post.
- Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description, but which is within the remit of the role, duties and responsibilities.

***Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.***

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Qualified Teacher Status  A first degree or equivalent	Postgraduate qualification
EXPERIENCE:	Classroom teaching experience across the 11-18 range within a comprehensive school	Experience of working in at least two 11-18 comprehensive schools  Some previous leadership experience  Experience of working in partnership to raise standards
KNOWLEDGE	Knows about:  Relevant legislation and guidance relating to working with and protecting children and young people  How to plan strategically to develop programmes that focus on character and resilience  How to plan strategically to develop programmes that focus on Sex and Relationships Education  How a range of data can be used in the monitoring and evaluation of performance	Knows about:  How to plan and manage PSHE AND CIEAG models to meet the needs of young people in the relevant year group  Engage with external agencies, where appropriate, to plan and deliver on this aspect of PSHE  Understands and uses effectively Bromcom MIS



	and in setting improvement targets, and in challenging underperformance	
SKILLS AND PERSONAL CAPABILITIES	<p>Challenge and motivate others to aspire to and attain high standards</p> <p>Think strategically and communicate a shared view of change and transformation</p> <p>Show imagination, creativity and vision</p> <p>Communicate effectively orally and in writing with a range of audiences</p> <p>Make decisions based on informed judgement</p> <p>Prioritise and organise their own work and that of others</p> <p>Provide challenge motivation and recognition to others in the pursuit of high quality provision and outcomes</p>	