

ROYAL ALEXANDRA AND ALBERT SCHOOL

JOB DESCRIPTION

Post Holder: XXXXXXXXXXXX

Post Title: HEAD OF YEAR XX

SCALE: UPS ??????

Effective from September 2002

1 Responsible to:

All staff are ultimately responsible to the Headteacher.

Your immediate 'line manager' is XXXXXXXXXXXX to whom you have been assigned in respect of all professional duties and the Assistant Headteacher (Behaviour Management) in respect of your pastoral responsibilities.

2 Responsible for: Year XX

3 Department Assigned to: XXXXXXXXXXXX

You may be required, at the direction of the Headteacher, to contribute to the teaching of subjects which are the responsibility of departments other than that to which you have been assigned. The appropriate Head of Department will monitor your professional duties in respect of such teaching and provide feedback to yourself and your assigned line manager.

4 Professional Duties as a Teacher

The following duties are common to the job descriptions of all teachers in the school regardless of any additional specific duties listed in the section of additional responsibilities, and form the basis of the School Teachers' Pay and Conditions Document 2002.

Teaching

- Plan and prepare courses and lessons in accordance with the defined curriculum of the school.
- Teach, according to their educational needs, the students assigned to you, including the setting and marking of work to be carried out by students at school or elsewhere.
- Assess, record and report on the development, progress and attainment of students.
- Promote the general progress and well-being of individual students and any class or group of students assigned to you.
- Provide guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions. Communicate and consult with the parents or guardians of students **after** consultation with the relevant Head of Year.
- Communicate and co-operate with persons or bodies outside the school and participate in meetings arranged for such purposes **after** consultation with the Head of Year.
- Take responsibility for financial arrangements for school trips or visits, as defined in the school's financial regulations, where the teacher has agreed to be involved with such a trip or visit.

Assessments and Reports

- Provide and contribute to oral and written assessments, reports and references relating to individual students and groups of students.

Tutoring

As a tutor or as a reserve tutor assigned to cover or work with a tutor group, you will be required in addition to the duties described above to:

- Take a register at the assigned times. The form register is a legal document. Information in it must be kept up-to-date. All student absences must be accounted for by a parental letter and any not so covered must be reported to the Head of Year. Only the Headteacher can authorise a student absence, not the parents, thus reasons for absence, other than illness, must be referred to the Head of Year.
- Attend all assemblies attended by the tutor group to which you have been assigned.
- Carry out a daily check of the standards of dress of the tutees assigned to you, a weekly check of prep diaries and monitor standards of behaviour.

Supervisory Duties

- To carry out a share of supervisory duties before, during and after the school sessions in accordance with published rosters. In order to ensure the safe arrival and departure of students and deal with parental enquiries you are required to be on the premises ten minutes before the start of the morning session and for ten minutes after the end of the afternoon session. This time is accounted for your prescribed working time. Permission to be absent at these times must be obtained from the Headteacher.

Appraisal

- Participate in arrangements for your appraisal and that of other teachers.

Training and Development

- Review from time to time your methods of teaching and programmes of work and participate in arrangements for your further training and development as a teacher.

Educational Methods

- Advise and co-operate with the Headteacher, Assistant Headteachers, Heads of Year, Heads of Department and other teachers in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, Health and Safety

- You are required to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. In particular you are responsible for the health and safety of students in a class assigned to you either on the timetable or as emergency cover. Students must not be left unattended in a classroom without adequate supervision.

Staff Meetings

- You will be required to attend meetings at the school which relate to the curriculum, or the administration or organisation of the school including pastoral arrangements, in accordance with your prescribed working time.

Public Examinations

- You will be required to participate in arrangements for preparing students for public examinations and in assessing students for the purpose of such examinations: recording and reporting such assessments and to participate in the arrangements for students' presentation for and supervision during the examinations.

Emergency Cover

- You will be required to supervise and so far as practicable teach any students assigned to you due to their teacher not being available.

Working Time

- You must be available for work for 195 days in any school year. These duties will be carried out at such times and places as the Headteacher will specify for 1265 hours in any one year.
- In addition to the requirements set out in the above paragraph, you will be required to work such additional hours as may be needed to enable you to discharge effectively your professional duties, including in particular, the marking of students' work, the writing of reports on students and the preparation of lessons, teaching material and teaching programmes. The amount of time required for this purpose beyond the 1265 hours referred to above is a matter for your professional judgement and will depend upon the work needed for you to discharge your duties as a teacher.

Additional Responsibilities

Head of Year

- The key task of a Head of Year is to provide professional leadership and management to secure a positive climate for learning, to support and monitor the personal social and academic development of each pupil and ensure improved standards of learning and achievement for all pupils.
- **Accountable for:** The consistent and effective implementation of school policies and practices to ensure that the quality of education meets the needs of all pupils and raises standards of achievement.
- **Accountable to:** Assistant Headteacher – Behaviour Management and under the general direction of the Assistant Headteacher (Behaviour Management), the Head of Year has the following duties and responsibilities:
 - Management and discipline, welfare and uniform of all pupils in your appropriate Year Group.
 - Arrangement and control of Year assemblies.
 - Liaison with other schools and external agencies such as EWO, Social Services and Police as appropriate.
 - Liaison with senior staff, other Heads of Year, Heads of House, both formally and informally, with the aim of both monitoring and improving pastoral provision for pupils in the school.
 - Implement school policies and practices through various methods including assemblies.
 - Use data effectively to identify the needs of pupils and create and implement plans of action to support those pupils.

- Establish a partnership with parents to involve them in their child's learning and personal development.
- Using the Behaviour Management Policy with its positive rewards system to create a culture of praise.
- Ensure the implementation of the school Prep Policy.
- Monitor pupils who are removed from lessons and ensuring that their behaviour is challenged.
- To be responsible for the Year Group noticeboard ensuring that all information is correct and up to date.
- To be responsible for the collation of commendations from Form Tutors.
- Be responsible for all the procedures involved in the issuing of commendation certificates in Chapel.
- To be responsible for giving the Assistant Headteacher (Behaviour Management) each week, up to date information of commendations and SIA referrals for the Year Group.
- To oversee the admission of pupils joining the school part way through the year.
- Chairing of Year Tutor meetings.
- Establish clear expectations and constructive working relationships among tutors through team work and mutual support.
- Encourage and promote involvement of students in extra-curricular activities.
- Monitor effective use of the Tutor Period for your Year group to ensure a strong emphasis is placed on pupils knowing and understanding their targets and progress made.
- To monitor the work of the team of Form Tutors by the regular sampling of pupils to ensure high standards of uniform and completion of Prep Diaries.