

# Hartismere School



## Job Description: Head of Year (TLR2B currently £5,350)

**Responsible to:** Assistant Headteachers designated to that Key Stage.

- To liaise closely with and work under the direction of the designated Assistant Headteacher for that Key Stage
- To ensure high standards of student behaviour across a year cohort
- To lead in promoting the highest levels of student achievement across a year group
- To work with the year cohort designated by the Headteachers
- To liaise effectively with parents and families, communicating positively and effectively on behalf of the school
- To liaise effectively with Heads of Department and other colleagues for the welfare of the students
- To work with the Schools' Safeguarding team as required.
- To lead in the planning and delivery of the assemblies' programme for the year group
- To lead and organise parental events e.g. induction, options and consultation evenings for the relevant year group
- To lead in developing and delivering praise and commendation systems for the year group
- To lead meetings of the pastoral team for the year group
- To lead in quality assuring the work of tutors
- To lead in arranging and organising whole school lunchtime and after school detentions including the necessary parental communications for these
- To liaise closely with the assigned learning mentor for each Key Stage, directing the work of the learning mentor for that year group
- To ensure effective communication with colleagues regarding the individual needs of students
- To liaise effectively with outside agencies
- To follow up parental concerns re homework issues and academic progress
- To implement the school uniform code for students
- To liaise with the Schools' attendance lead and, when required the Educational Welfare Officer regarding student attendance and to lead initiatives and efforts to improve student attendance
- To oversee, quality assure and coordinate the production of reports and profiles for each student
- To coordinate celebrations for the relevant year group

- To lead the year group's work in supporting chosen and designated charities
- To coordinate all in year admissions to the year group
- Any other relevant task as may be reasonably assigned by the Headteachers

Hartismere school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and Social Media checks.