



JOBSEEKER
RESOURCES

JOB DESCRIPTION – HEAD OF YEAR

Head of year job description

The following may be adapted and used as a basis for a job description for the specified post. Where extra detail would be helpful, this is indicated in italics.

Post: Head of year

Responsible to: Head teacher

Job purpose: *optional summary*

Responsible for: *optional*

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Staff management

1. Lead a team of form tutors
2. Monitor, assess and develop the roles of the form tutors
3. Update form tutors of changes to school policy
4. Ensure that form tutors run their tutor group sessions effectively
5. Be involved in decision making and policy development across the school
6. Support the professional development of form tutors and others

Student progress

1. Manage student review processes and procedures at [*specify Key Stage*]
2. Monitor the progress of individual students
3. Coordinate end of year reports
4. Take part in and help organise parents' evenings
5. Organise year presentations during assembly time
6. Liaise with other schools to arrange student transfers and placements
7. Arrange and promote activities within the year group
8. Prepare and hold year assemblies

Student behaviour

1. Monitor attendance and punctuality
2. Keep reports of student behaviour
3. Make contact with parents to discuss student behaviour
4. Liaise with outside agencies
5. Meet regularly with the pastoral coordinator and deputy head

Student guidance and support

1. Get to know all students in the year group as well as possible
2. Keep in contact with parents of students in the year group
3. Take steps to prevent bullying and support victims of bullying

Other duties and responsibilities

List other duties that the head teacher may from time to time ask the post-holder to perform.