

**Harrow High School**  
**Job Description**



**Post:** Head of Year  
**Salary Range:** Teachers' Pay Scale (Main or Upper)  
**Allowance:** TLR 1A  
**Responsible to:** TBC  
**Term:** Permanent

**1. Purpose of the Job**

The job exists to ensure a holistic approach to leading and managing a year group's excellent behaviour, attendance, safety and care for one another. In doing so, it is vital to develop a high performing tutor team in providing deep support for learning.

**2. Responsibilities**

Line management of the Year group tutor team

Line management of the Assistant Head of Year

**3. Working time and Conditions**

- These will be as specified in the latest School Teachers' Pay and Conditions Document.
- The post holder will continue to meet, maintain, and build upon, as appropriate: The National Standards for QTS as laid down by the Teaching Regulation Agency, relating to:
  - a) Professional values and practice
  - b) Teaching
  - c) Knowledge and understanding
- The Induction Standards, as appropriate
- The Threshold Standards, as appropriate

(Please see <https://www.gov.uk/government/organisations/teaching-regulation-agency>)

**1. Accountabilities**

- Achieve excellent progress and behaviour for all learners within a year group
- Achieve excellent attendance and punctuality for all learners within a year group
- Comply with the requirements of and act in accordance with the school's safeguarding procedures attending case conferences to provide information at the request of the Designated Safeguarding Lead
- Ensure compliance on Harrow Council's and the school's information security policies, maintaining confidentiality
- Teach consistently good or outstanding lessons
- Ensure the excellent impact of success plans and behaviour passports for learners in a year group
- To ensure an excellent standard of uniform in a year group

- Foster and encourage a positive ethos within the year group that promote positive behaviour and engagement at all times
- Ensure that the year group and year team understand, adhere to and embody the school beliefs

### **Main Duties and Responsibilities**

- To monitor, evaluate and review progress, attendance and behaviour data for a year group
- To create high quality year group progress and action review plans every term
- To work with parents, teachers and carers to create, implement, monitor and review success plans as directed
- Effective line management of an AHoY for the year group
- Attend Child Protection, Child In Need and PEP meetings and complete all relevant administration
- Liaise with key personnel including multi-agency partners working with them to remove barriers to learning that vulnerable young people may be experiencing
- Monitor punctuality and attendance every day and ensure appropriate follow up action is taken
- To undertake daily phone calls for learners at risk of persistent absence in line with school procedures
- Conduct parental/carer meetings to identify and follow up issues regarding behaviour, punctuality or academic progress as required
- To properly integrate mid-term entrants into the year group
- Facilitate Success Plan meetings with parents/carers and learners upon return from exclusion and internal seclusion
- Set up, review and monitor Behaviour Passports to assist staff in implementing strategies in the class to support learners with behavioural difficulties
- Conduct Learner conferences with staff and share the recording to ensure staff are aware of the learners needs
- Phone parents/carers to follow up internal and external truancy
- Phone parents/carers to follow up on issues to do with uniform, behaviour and punctuality
- Effective line management of the AHoy including their administrating the setting up of new Learner files annually and as and when learners join the school, keeping these up to date providing copies of documents for the learners safeguarding files under the direction and supervision of the Designated Safeguarding Lead
- To undertake break duties, lunch duties and detention duties as required
- To carry out any other reasonable duties requested as and when required and with agreement
- Follow up breaches of the detention protocol with learners and parents/carers under the direction of the Deputy Head or SLT line manager
- To lead a team of tutors in effectively delivering a high quality tutorial curriculum
- Quality assure the delivery by tutors and engagement of the learners during all form activities including the aspirational activities
- To plan and deliver a high quality assembly programme
- Produce high quality, relevant and regular Information, Advice & Guidance (IAG) for parents/carers which enables them to have appropriate and sufficiently high expectations and aspirations for their sons/daughters
- To support vulnerable learners by 'drop in's' to lessons

- To successfully implement, monitor and review one whole school pastoral initiative every year
- Create and implement an annual Year Group Development Plan, regularly monitoring and evaluating its impact on learners' progress
- Take full part in whole school Self Evaluation procedures.
- Implement school structures to achieve excellent attendance in the year group
- Secure implementation of the Behaviour for Learning policy to ensure the highest standards of behaviour, punctuality and attendance in the year group.
- Undertake Weekly Tutor meetings to ensure all tutors are aware of their responsibilities
- Undertake staff concerns meetings, where necessary, and share information with line managers and performance management reviewers where there are concerns about the progress, attainment, personal development and well-being of learners
- Responsibility for meeting all new learners and parents and planning tours for prospective parents when directed to do so.

### **2.1. When the Post-Holder is working with the Year 7 Year Group**

- Link lead with local primary schools
- Develop a strategy for improving relationships with all primary schools in Harrow
- Lead and manage the transition from Year 6 in primary school to Year 7 in partnership with the relevant support staff and take a full part in the induction of learners to year 7.
- To make visits to primary schools for the purpose of meeting students due to transfer to Harrow High School at the end of year 6 or lead on parental meetings for the same purpose.
- To organise the year 6 taster day in July.
- To oversee the settling in of year 7 during the Autumn term to include contributing to the year 7 parent and student welcome events.

### **3. Other Specific Duties**

- To undertake duties as specified by the headteacher not mentioned in the above

To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description

*The job description is current at the date shown, but, in consultation with you may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.*