

## THE ROLE OF THE HEAD OF YEAR

In addition to teaching effectively as a member of a subject department, the Head of Year will be accountable to the Headmaster, through the Senior Deputy Head, for the following:

1. The definition of the aims of the appropriate pastoral team to accord with whole school aims, objectives and policies and the translation of these aims into practical outcomes.
2. Be a highly visible presence around the Year Groups areas.
3. Leading a team of Form Tutors to carry out the above aims; development of the Tutors' role within school guidelines; co-ordination of the Tutors' workload.
4. Oversight of students' social development and welfare; organisation of the year assembly and implementation of the Personal, Social, Health and Citizenship Education programme within school guidelines; counselling and guidance of students.
5. Knowledge of and active monitoring of the curriculum and academic progress of students.
6. Supporting and enacting all school policies, especially those relating to behaviour, attendance, discipline, uniform and homework.
7. Liaison with boarding staff, parents, the Careers Department and external agencies, as appropriate.
8. Oversight of student induction and leaving procedures, as appropriate.
9. Organisation and operation of communal social activities; development of the Year Council, a group of students chosen by their peers to represent student views to the Head of Year and to the School Council where appropriate.
10. Operation and maintenance of an up-to-date and efficient student record system, which can act as an effective basis for the provision of information to legitimately interested parties; support in the operation of the school's assessment and records of achievement system and assistance with the organisation of year examinations.
11. Chairing and attending meetings appropriate to both pastoral and subject responsibilities.
12. To undertake any other reasonable duties as requested by the Headmaster.

## Specific Responsibilities of the Head of Year

The job description as outlined in the staff handbook gives very general guidance as to the responsibilities of the Head of Year. Below is a list (not exhaustive) of some of the more specific tasks that relate to the Head of Year.

### Ongoing

#### Common rooms and Locker rooms / Sixth Form Study and Social Centre

- Oversee the use of these rooms by students.
- Try to encourage students to develop a pride in, and a sense of ownership of, their common room areas.
- Report incidents of damage or areas for repair to the Maintenance Department.
- Have responsibility for the provision and management of common room facilities, such as stereos, posters, etc.

#### Meetings with Tutors

- Co-ordinate and chair meetings with Form Tutors. These should occur at least every month. Brief minutes should be kept and any outstanding issues should be raised at the monthly Pastoral Meeting.

#### Liaison with Parents

- Liaise with parents regarding studies issues.
- Liaise with parents regarding pastoral issues.
- Produce brief minutes of meetings, including agreed actions.
- Keep records of significant telephone calls using the Year group log.
- Copy records to student file.

#### Absent students

- Monitor the attendance of students, according to the school's registration policy, in liaison with Form Tutors, the School Secretary and the Senior Deputy Head
- In the case of long term absence, liaise with parents and arrange for work to be sent home.

#### Rewards and Sanctions

- Follow up students who are not attending School detentions at lunchtime.
- Where Saturday detentions are deemed appropriate, contact parents by telephone to explain the circumstances of the Saturday detention. Letters to parents about Saturday detentions are written by the Deputy Head Pastoral.
- Support Form Tutors and subject teachers on strategies to address areas of concern regarding students.
- Keep records of rewards.
- Inform the Deputy Head Pastoral (via the Management Secretary) of students who should receive certificates, badges or shields at the Headmaster's Assembly (Monday). This must be done by Thursday break time at the latest.

#### Year group Assembly

- Make arrangements for the Wednesday assembly.
- Ensure that these assemblies begin with a thought for the day and have a prayer. They must not be just a business assembly.
- Liaise with the Chaplaincy Department for relevant support and/or materials for the Wednesday assembly.

## Developmental

### PSHCE

- Liaise with the PSHCE Co-ordinator with regard to the content of the PSHCE programme.
- Liaise with the PSHCE Co-ordinator and make the appropriate arrangements for visiting speakers.
- Include a review of the PSHCE programme as an agenda item for the meeting with Form Tutors at least once each half term.

### Transfer of Information

- Ensure that information regarding new students to the Year group is obtained from the previous Head of Year.
- Provide appropriate information to Form Tutors.

### Year Profile

- Ensure all relevant information regarding students is updated on SIMS by tutors and other relevant staff.

## Routine Procedures

### Leaving procedures

- Oversee the collection of information for the school reference.

### New Students

- Obtain New Student Profile from Registrar and provide information for Form Tutors.
- Arrange for the induction of new students.

### Observation reports

- Monitor the report daily.
- Inform parents of reasons for the report.
- Liaise with Housemaster/Housemistress where appropriate.

### Parents' Evenings

- Liaise with the Deputy Head Academic over those parents who are unable to attend the evening, to ensure that all relevant information is forwarded to them.
- Make arrangements where necessary for parents who are unable to attend to meet with subject teachers at a mutually convenient time.

## Monitoring Academic Progress

### Internal Examinations and Class Tests

- Provide revision timetable/guidance.
- Review results of class tests and examinations; ensure follow up actions take place.
- Photocopy studies sheets to
  - Headmaster
  - Deputy Heads
  - Housemaster/Housemistress

### Studies Grades

- Check and sign Studies Cards.
- Complete a full analysis of the Studies Grades for SLT/Tutors.

- Discuss Studies Grades with Form Tutors.
- Meet with Deputy Heads to review Studies Grades.
- Ensure planned follow up actions take place, liaise with parents as necessary.

### **School Reports**

- Ensure Form Tutors are aware of, and are able to meet deadlines.
  - Liaise with Senior Deputy Head in cases of difficulty.
- Proof read Tutor reports, for accuracy and appropriateness of comment.
- Decide on any follow up actions arising from reports.