

## HEAD OF YEAR

### Line manager:

Headmistress (Years 7 to 13)

The Head of Year is expected to:

- encourage high standards in all aspects of school life
- contribute to the effective and efficient management of the School
- promote a school culture which is happy, purposeful and productive
- support and motivate students, teachers and other school employees
- encourage consultation and discussion.
- communicate effectively with parents and guardians.

Heads of Year (HOYs) are responsible for the general welfare and happiness of students in their year group. They are responsible for supporting the work of Form Tutors (FTs) and making sure all members of the Year Group participate effectively. Furthermore, HOYs should promote a working atmosphere which encourages cooperation and values the contribution which individuals make to the work of the team

Use the links below for a more detailed job description.

1. [General Responsibilities](#)
2. [Student Welfare and Progress](#)
3. [Personal Skills/Pastoral Programme](#)
4. [The Reward System](#)
5. [The Sanctions System](#)
6. [Year 7 Induction Programme](#)

### 1. General Responsibilities

*The Head of Year will:*

- promote the School's aims
- support the priorities established in the SDP
- ensure that school policies are carried out consistently
- act as a focal point for information about students in their year group
- support Form Tutors, Subject Teachers and Heads of Department who have concerns about particular students
- keep Form Tutors informed about developments and agree to appropriate sanctions being taken
- inform relevant staff about problems and action taken regarding specific students
- liaise with the Head of Learning Support about possible learning difficulties
- liaise with HODs where appropriate and necessary
- attend HOY meetings to implement and monitor pastoral policies
- review pastoral policies annually and recommend changes after discussion with Form Tutors
- work as a team and liaise with other HOY's to promote school aims
- organise homework for absent students where necessary
- provide accurate information to the home-school liaison officer and the Deputy Headmistress as required
- monitor attendance of parents or guardians at parents' evenings and arrange alternative meetings of parents if essential
- make new staff aware of their roles and responsibilities as Form Tutors

### 2. Student Welfare and Progress

*The Head of Year will:*

- have responsibility for the general welfare and progress of students in their year
- liaise with matron regarding the general health and welfare of students
- deal with general enquiries from parents regarding the progress of their daughters
- correspond with parents as and when necessary
- keep parents informed about the general progress and well-being of their daughters
- monitor student absences and take necessary action
- keep the Headmistress fully informed about the welfare and progress of students.
- Keep the Senior Teacher fully informed about academic progress by monitoring examination results

and coordinating target setting for students to assist their progress.

### **3. Personal Skills/Pastoral Programme**

*The Head of Year will:*

- oversee the production of an overview of areas to be covered in PSE sessions and make sure that the programme is coherent and duplication is avoided
- visit and take part in PSE sessions where necessary
- review the PSE programme annually, make recommendations for change after discussion with year PSE coordinator and school PSE coordinators.

### **4 The Reward System**

*The Head of Year will:*

- recognise all forms of student achievement
- liaise with Form Tutors about records for Certificates of Recognition
- display evidence of student achievement on the form boards and encourage all staff to contribute
- recognise the efforts of individual students through praising their achievements
- recognise the efforts of individuals and groups publicly at assemblies
- bring the achievements of individuals, or groups of students, to the attention of the SMT

### **5. The Sanctions System**

*The Head of Year will:*

- be responsible for the overall administration of the sanctions system as described in a separate document
- monitor the sanctions system so that it is being operated consistently across year groups
- evaluate the system annually and make recommendations for improvement in consultation with Form Tutors and Year Teams
- ensure letters go home about dates and times of detentions
- record information in the student's file about the reason for individual detentions
- seek advice, wherever necessary, about students who are having problems
- seek advice, wherever necessary, about the appropriate level of sanction to be administered
- recommend suspension or exclusion of a student to the Headmistress.

### **6. Year 7 Induction Programme**

*The Head of Year will:*

- liaise with the Senior Teacher regarding arrangements for Year 7 Parents Evening (for students entering in September) held in June
- liaise with the Senior Teacher regarding arrangements the induction of Year 7 during pre-term week
- allocate roles and responsibilities to staff involved in the induction process
- liaise with the Senior Teacher regarding the information booklet for new Year 7 students.