



**URSULINE HIGH SCHOOL**  
**HEAD OF YEAR**  
**JOB DESCRIPTION**

**Post Title:** Head of Year  
**Grade:** M1 – UPS3 (£29,663 - £48,244) plus TLR 1a £7,851  
**Responsible to:** Assistant Headteacher  
**Date:** April 2019

Purpose	To support and enhance the well-being of all students in the year
Responsibility for	Attendance, Punctuality, Safety and well-being, Behaviour and Personal Development
Line Manager	Assistant Head Teacher
Line Management of	7 Tutors
Performance Management of	Performance Management Target 1 for all tutors

**Main duties**

Strategic direction and development	<ul style="list-style-type: none"> <li>➤ To contribute to developing the vision and mission statement of the school</li> <li>➤ To contribute to the development, implementation, monitoring and review of the School Improvement Plan to ensure all students achieve the highest standards and make progress</li> <li>➤ To collaboratively develop, implement, monitor and evaluate Year Improvement Plan</li> </ul>
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	<p>within the context of the school's aims and policies.</p> <ul style="list-style-type: none"> <li>➤ To use data effectively to identify students who are underachieving and create effective plans to support these students in relation to attendance, punctuality and well-being</li> <li>➤ To continue to develop a programme to develop students' spiritual, moral, social and cultural development</li> </ul>
Ethos	<ul style="list-style-type: none"> <li>➤ To contribute to the Ursuline ethos of Service</li> <li>➤ To support and contribute to the development of the Chaplaincy through Induction, Faith Development Programme and Liturgies</li> <li>➤ To ensure all girls contribute to Serviam</li> <li>➤ To identify and work towards removing barriers for learning.</li> <li>➤ To encourage/establish high standards of respect and participation within the year cohort.</li> <li>➤ To continue to develop an understanding of the role of Catholic education and Ursuline education in the 21<sup>st</sup> C</li> </ul>
Behaviour, Safety and Personal Development	<ul style="list-style-type: none"> <li>➤ Ensure highest standards of Attendance, Punctuality and Behaviour</li> <li>➤ To ensure outstanding levels of participation in Serviam and Curriculum enrichment</li> <li>➤ To ensure appropriate support for identified students</li> <li>➤ To ensure the safety and well-being of students through the implementation of school policies and PSHEC Programme</li> <li>➤ To ensure appropriate curriculum, coverage, continuity and progression in relation to programmes of personal, social, health, careers, citizenship education</li> <li>➤ To ensure appropriate planning documentation that secures continuity and progression is in place and that students are clear about learning objectives and pedagogy in PSHEC</li> <li>➤ To monitor and evaluate the quality of the PSHEC curriculum</li> </ul>

Academic Progress	<ul style="list-style-type: none"> <li>➤ To ensure that the Independent Learning needs of students are met within the Year and that appropriate provision is made for all students in relation to their progression, through and beyond the Key Stage to University, Apprenticeships and work</li> <li>➤ To monitor student assessment, in relation to behaviour for learning, their well-being and provision</li> <li>➤ To ensure effective intervention is in place for students not meeting appropriate progress</li> <li>➤ To monitor, intervene and evaluate the progress of all groups of pupils, in particular, Bursary students</li> </ul>
Leading and Managing staff	<ul style="list-style-type: none"> <li>➤ To lead and manage Tutors</li> <li>➤ To provide to all those with involvement in the teaching or support of students within the Year, the support, challenge, information and development necessary to sustain motivation and secure the highest standards of achievement, behaviour, attendance, punctuality, personal and social development and pastoral support</li> <li>➤ To ensure tutors work collaboratively and implement school policies</li> <li>➤ To support staff in developing Serviam and working relationships with students, parents and other adults</li> </ul>
Deployment of staff and resources	<ul style="list-style-type: none"> <li>➤ To identify appropriate resources including those within the community, to deliver the required support for all students within the year</li> </ul>
Monitoring and Evaluation	<ul style="list-style-type: none"> <li>➤ To monitor behaviour, punctuality, attendance and progress according to school policy and implement strategies to ensure highest standards</li> <li>➤ To contribute to the review and evaluation of the Year Improvement Plan in order to ensure the implementation of the vision and mission statement of the school</li> <li>➤ To monitor and evaluate the quality of pastoral support for students, their overall achievement and set targets for improvements</li> </ul>
Communication/Administration	<ul style="list-style-type: none"> <li>➤ To work collaboratively in line with Sixth Form Team</li> <li>➤ To work collaboratively with the Deputy Headteacher Raising Standards</li> <li>➤ To contribute to the school calendar and staff briefing sheet and school newsletter and web</li> </ul>

	<p>site</p> <ul style="list-style-type: none"> <li>➤ To ensure effective record keeping and access to student records, reports, exam results, attendance and behaviour</li> <li>➤ To contribute to the development of the School diary and Curriculum Guide</li> <li>➤ To up-date SLT and Governors on the progress of students within your Year in relation to Attendance, Punctuality, Behaviour for Learning and Well-Being</li> <li>➤ To make student referrals via Student support to specialist staff</li> </ul>
Parent Partnership and Wider community developments	<ul style="list-style-type: none"> <li>➤ To support school functions</li> <li>➤ To liaise and develop good working relationships with outside agencies</li> <li>➤ To develop supportive relationships with students, staff, governors, relevant agencies, Wimbledon College and St Philomena's</li> </ul>
Continual professional development	<ul style="list-style-type: none"> <li>➤ To be committed to self-review, one's own professional development and the professional development of colleagues</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>➤ To follow the school's Safeguarding Policy and Procedures in order to keep every student safe.</li> </ul>

### Key competencies

Analytical Thinking	<ul style="list-style-type: none"> <li>➤ Ability to undertake analysis of very complex problems</li> </ul>
Challenge and Support	<ul style="list-style-type: none"> <li>➤ Challenge others in the student's best interests</li> </ul>
Creating Trust	<ul style="list-style-type: none"> <li>➤ Ability to be consistent and fair even when it is difficult</li> </ul>
Resilience	<ul style="list-style-type: none"> <li>➤ Able to sustain energy, optimism and motivation in the face of pressure and set backs</li> </ul>
Initiative	<ul style="list-style-type: none"> <li>➤ Has the drive to act now to anticipate and pre-empt events</li> </ul>
Impact and Influence	<ul style="list-style-type: none"> <li>➤ Able to produce positive outcomes by impressing and influencing others</li> </ul>
Developing Potential	<ul style="list-style-type: none"> <li>➤ Works to develop the long term capabilities and potential of others</li> </ul>