

**ST MARGARET'S**  
SCHOOL

## **Head of Year (Key Stage 4)**

### **Required September 2024**

We are seeking to appoint a hardworking, dynamic and ambitious Head of Year to join our thriving school and work as part of our excellent pastoral team.

The successful candidate will have some experience in a pastoral role within a school setting. Applications welcomed from candidates with any subject specialism, but particularly Physical Education, English, Art or Science.

For further information and to apply for this vacancy, please visit our website: <https://www.stmargarets-school.org.uk/work-with-us>

**Closing date for applications: Friday 19 April at 5:00pm**

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made.

St Margaret's school is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

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## SCHOOL

### **Job Description** **Head of Year**

#### **The Role:**

Year Heads are responsible for the overall well-being of their Year group. They need to be role models in terms of conduct, dress and professionalism and in the way colleagues and students are treated. This should be with respect and courtesy. Heads of Year are expected to support the School's ethos at all times and will liaise with the Vice Principal.

The post holder reports to the Head of Section with responsibility for the overall well-being of their year group.

The post holder is line manager to form tutors and helpers within their year group.

#### **Pastoral/Disciplinary/Academic:**

1. Assume overall pastoral responsibility for a full year group of students and have accountability for a year group of students across the curriculum.
2. Assume responsibility for the welfare of students; follow up incidents; maintain records on MyConcern; have meetings with parents during or after school as required, sometimes with other senior staff members; arrange sanctions where appropriate; communicate with parents; chair Tutor Team meetings and attend Heads of Year meetings.
3. Support and provide information to tutees that are undergoing a transition between key stages/academic years or are new to the School.
4. Delegate and lead a large team of tutors, meeting with them both formally and informally on a regular basis in order to co-ordinate their work.
5. Support the tutors by both counselling and disciplining students as and when appropriate.
6. Support student wellness regarding, for example, issues such as E-safety, anxiety and mental health. This can be done through Year Group Meetings and broader whole school pastoral events. Signpost students with specific needs to appropriate support.
7. Write end of term reports for their year group.
8. Monitor the rewards and sanctions system across the Year Group

#### **Home School Communication & Record Keeping:**

1. Contact parents/guardians of all new pupils including boarders after a few weeks to let them know how they are settling in.
2. Send 'Well Done' cards – regularly send home praise and encouragement of students' achievements via letter or card
3. Support and advise form tutors with regard to their contact with parents.
4. Respond to parental enquiries by telephone, letter and email as appropriate.
5. Meet with parents where necessary/appropriate.
6. To keep accurate records of all communication with parents, all sanctions issued and any other pertinent information relating to students within the year group.

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## **Tutor Group System:**

1. Co-ordinate the delivery of Form Time.
2. Working in conjunction with the Tutor Team, plan, resource and evaluate the content of the Form Period.
3. Support the Tutor Team in their delivery of the Form Period curriculum.
4. Regularly visit the Tutor Team during Form time.
5. Monitor the use of Form time.
6. Monitor student attendance across the Year group in liaison with the tutor and report any issues to the Vice Principal.
7. Organise and lead Year evenings for parents e.g. Information Evenings.
8. Ensure that new students are allocated a 'buddy' to assist with their settling in when arriving mid-year.
9. Manage any minor tutor group changes throughout the Academic Year and ensure that there is an induction programme in place for students entering the Year Group 'mid-term'.
10. Chair Tutor Team meetings, producing agendas and minutes.
11. Ensure that tutors are performing tasks such as recording commendations, setting targets, signing homework diaries weekly and general administration.

## **Reports and Assessment:**

1. Ensure all tutors have completed tutor comments on Interim, Exam and Full Reports.
2. Monitor and evaluate standards of achievement and progress following internal exams

## **Other Tasks:**

1. Organise and lead Year Assemblies/Year Group Meetings.
2. Organise and support any whole Year trips and/or activities.
3. Ensure new students are given locker keys, fobs, login details for iSAMS / email.
4. At the start of the academic year, organise for introductory and welcome letters to be sent home via form tutors.
5. Ensure informative transition to occur between one academic year and the next, HOY's to meet in the Summer Term.