



VERULAM
SCHOOL

Headteacher: Julie Richardson

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JOB DESCRIPTION

Job title: Head of Year
Accountable to: Deputy Headteacher Pastoral
Start Date: September 2022

Job Purpose: To lead a team of tutors and work with Heads of Faculty, Heads of Department and other relevant staff to maintain high standards of student learning, progress, attainment, welfare and behaviour in their year group.

Accountable for: Attendance, behaviour, progress of year group including transitions and progression as appropriate

Key Accountabilities

- Leadership and management of the tutor teams. Acting as leading teacher and learner in the eyes of the year group and tutor team, modelling good teaching, positive relationships with students and a passion for learning.
- Leadership and management of students' overall learning and progression in a year group with maintenance of all relevant data.
- Building strong home – school links and ensuring excellent communication.
- Leadership and delivery of a pastoral programme through tutor time and other areas of the curriculum and extended curriculum.
- Maintenance of a positive disciplinary system.
- Intervention to support pupil progress.

Key Tasks

- Raise the standards of learning across the year group in consultation with the Heads of Faculty, curriculum coordinators, other relevant staff and SLT.
- Liaise and meet with Heads of Faculty and senior managers as necessary regarding pupils, form tutor deployment and management.
- Manage, support, monitor and lead the work and appropriate CPD of the Form Tutors in their Year Team.
- Chair and lead weekly pastoral briefing for year group and other year team meetings.

Verulam School

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- Attend the weekly Middle Leader briefing and Line Management meetings.
- Attend and organise assemblies.
- Monitor the attendance, punctuality, welfare and academic performance of students in their year team, liaising with the Attendance Officer, SENCO and other external support services where appropriate.
- Organise, support and intervention for underachieving pupils.
- Monitor and report on the quality of student presentation, class work and homework.
- Publicise and monitor the extra-curricular opportunities within school.
- Operate the Behaviour for Learning system and analyse rewards and consequences.
- Ensure effective home school communication.
- Work with the careers coordinator, Connexions and other agencies to provide the best possible guidance on progression for the year group.
- Analyse pupil performance after assessments and respond/intervene as needed with SLT.
- Attend re-admission meetings.
- Lead on parents' evenings and reports.
- Monitor the quality of tutor time.
- Monitor that pupils are equipped for learning/following school policies.

General responsibilities common to all staff:

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post
- To comply and actively promote school policies, including Behaviour for Learning, Safeguarding, Equal Opportunities and Health and Safety.
- To promote positive student conduct
- To deal with all personal enquiries efficiently, sensitively and effectively, in a way that promotes a positive image of the school and maintains confidentiality.
- To participate in the School's performance management process
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.
- To undertake training and development relevant to the post

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All members of staff are required to comply with the general conditions of employment of school teachers as defined by the latest DfES Pay and Conditions Document.