



JOB DESCRIPTION

Post title:	Head of Year
Academy:	Academy 360
Reporting to:	Assistant Principal
Salary/pay range:	£30,802 FTE, £27,178.20 actual salary
Hours of work:	37 hours per week, term time only plus 5 INSET Days

Job purpose

The Head of Year will provide complementary support to teaching and pastoral staff, working proactively to remove barriers to learning both inside and outside the classroom. The postholder will, in most cases, oversee a year group, supporting progress, behaviour, attendance, and engagement. They will also play a key role in ensuring the school environment remains calm, orderly, and conducive to learning at all times.

Main duties and responsibilities

- Maintain a highly visible, mobile, and proactive presence around the school, including during transitions, social times, and in key movement areas.
- Ensure the school environment is calm, orderly, and free from disruption, addressing pupils wandering or not in lessons without purpose.
- Actively ensure that learning is not interrupted by swiftly challenging and redirecting any pupil who is out of class without a valid reason.
- Support teaching staff by returning pupils to lessons promptly, reinforcing expectations, and maintaining a strong learning culture across the site.
- Work collaboratively with colleagues to keep the school site clear, safe, and focused on learning at all times.
- Work closely with teachers and support staff to identify pupils at risk of underachieving.
- Support identified pupils to address:
 - Poor or inconsistent behaviour.
 - Low motivation or confidence.
 - Difficulty maintaining focus.
 - Poor attendance or punctuality.
 - Issues in relationships with peers or adults.
 - Personal challenges or crisis situations.
 - Any additional barriers to learning.
- Compose and implement tailored support plans for students, reviewing progress regularly.
- Respond promptly to behaviour incidents throughout the school day, supporting reintegration into lessons and completing required impact reports.
- Develop positive and effective 1:1 mentoring relationships aimed at helping pupils achieve agreed goals.
- Monitor, evaluate, and securely record progress using Academy systems such as CPOMS and ClassCharts.
- Build and maintain strong relationships with families and carers, supporting communication and partnership working alongside SLT.
- Act as a point of contact and coordinator where a multi-agency approach is required.

- Provide a range of support approaches including in-class assistance, planned interventions, restorative conversations, and skills development.
- Complete all administrative tasks associated with the role.
- Contribute to the ongoing development and improvement of the role.
- Respond to first aid incidents as required, providing immediate assistance within the scope of training and ensuring incidents are reported and escalated in accordance with Academy procedures.

Other duties

- Carry out any other duties in accordance with the expectations of a Head of Year at the reasonable request of the Senior Leadership Team.
- Ensure that the area of work complies with legislation relating to health and safety, and observe and implement specific responsibilities in relation to these matters as detailed within the Trust's policy.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.
- Be aware and familiar with policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action in accordance with policies and Keeping Children Safe in Education where required.