

# Rutlish School



## Head of Year

### Job Information Pack

# Rutlish School

## Job Description

<b>Post:</b>	<b>Head of Year</b>
<b>TLR:</b>	TLR1d (current value £9,782)
<b>Line Manager:</b>	Senior Leader
<b>Responsible for:</b>	Monitoring and supporting students' social development and academic progress in the relevant year group <ul style="list-style-type: none"><li>• Leading a team of tutors and a Deputy Head of Year</li><li>• Promoting the highest standards of student behaviour, conduct and attitudes</li><li>• Liaising with outside agencies</li></ul>
<b>Contract:</b>	Permanent
<b>Start Date:</b>	September 2025

The key task of all teachers is to actively contribute to making Rutlish a healthy, safe, enjoyable and achieving school in which students are enabled to make a positive contribution and are prepared for their next steps.

The key to succeeding in this is that all teachers are required to develop positive professional relationships with staff, parents and students, contribute to establishing and maintaining high standards within and beyond the classroom and to deliver high quality teaching and learning, ensuring good quality planning, marking and record keeping.

A Head of Year has a key role in ensuring the wellbeing, progress and achievement of all students in their care.

### General duties as a classroom teacher

To teach across the age and ability range, carrying out the professional duties of a school teacher in accordance with the current provisions of the conditions of employment of school teachers.

To plan and deliver lessons, in accordance with the Department's schemes of work and the National Curriculum requirements.

To regularly assess and record students' performance, reporting to the Head of Department and to parents as required and advise on examination entries as appropriate.

### Specific responsibilities

- To contribute to Year, Key Stage and whole school development, leading and/or participating in meetings as appropriate
- To lead and manage the school's pastoral responsibilities for the wellbeing and personal development of students through
  - a) Liaising on a regular basis with the Progress Centre and Inclusion team with regard to the specific needs of students
  - b) Effectively working with external agencies

- c) Implementing and monitoring the B4L Policy in respect of the cohort
  - d) Supporting enrichment opportunities including student leadership and extra-curricular activities
- To lead and manage a team of tutors and Deputy Head of Year, ensuring the daily management tasks as defined by agreed school systems are carried out and that a varied programme of extra-curricular activities is run throughout the year
  - To ensure the maintenance of accurate and up-to-date information concerning the Year group using the school's management information systems
  - Monitor and improve attendance and punctuality within the cohort, and to contribute to whole school targets
  - Lead and manage interventions to improve attendance and punctuality
  - To attend regular pastoral meetings with the wider pastoral team
  - To meet with parents as needed to support the progress of students within the year group
  - To help organise parents' consultations
  - To recruit, manage and liaise with student leaders from the cohort and support them with delivering whole school initiatives
  - To create, lead and monitor the implementation of an effective tutorial programme
  - To hold assemblies in line with school policy
  - To assist with the co-ordination of specific activities, as required
  - To undertake whole school duties on a rota basis, such as break time supervision as directed
  - To participate in performance management
  - To contribute to policy formation and implement school policies, including safeguarding
  - To lead and develop initiatives to support the school ethos
  - To be prepared to undertake continuing professional development
  - To lead and work with others to provide quality CPD to enhance and develop an effective tutor team and Deputy Head of Year
  - To liaise with appropriate members of the Senior Leadership Team
  - To act as a positive role model
  - To keep up to date with national developments in the pastoral area
  - To liaise with the key stakeholders in assessment to help manage the collection and analysis of data
  - To take a leading role in supporting students' academic progress, in collaboration with Head's of Department including:
    - a) Tracking attainment of students across the cohort
    - b) Attending and leading strategy meetings
    - c) Implementing strategies to support identified under-performing students or groups of under-performing students
  - To provide the Governing Body with relevant information relating to the Year Group's performance and development
  - To undertake any professional duties that the Senior Leadership Team reasonably delegate

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## Person Specification

<b>Post:</b>	Head of Year
<b>Line Manager:</b>	Senior Leader
<b>Responsible for:</b>	Monitoring and supporting students' social development and academic progress Leading a team of tutors and a Deputy Head of Year Promoting the highest standards of student behaviour, conduct and attitudes Liaising with outside agencies

### Qualifications

- Qualified Teacher Status
- First or subsequent degree
- Recent and relevant in-service training

### Experience

- A thorough understanding of the requirements needed to carry out the main responsibilities
- Relevant and successful recent experience of teaching GCSE, examination classes
- A thorough understanding of whole school issues
- To possess a high level of ICT skills
- Proven record of high-quality teaching and classroom management
- Experience of strategies to raise individual student and whole school standards
- Ability to manage a range of middle management tasks to deadline
- A proven record of meeting own and other team member's professional development needs
- Experience of leading initiatives with successful outcomes
- Ability to meet the needs of all students
- Successful experience in delivering a tutorial programme
- A proven record as a successful tutor and creating a positive group / year ethos

### Skills

To have the ability to:

- Demonstrate a thorough understanding of whole school issues and the requirements needed to carry out the main responsibilities
- Undertake effective classroom observation, measuring performance and offering constructive comment to teachers
- Undertake school development planning
- Understand and demonstrate effective budgetary control
- Analyse situations and solve problems
- Respond positively to local and national initiatives
- Lead effective meetings and to organise, manage and lead assemblies
- Communicate effectively, both orally and in writing, to parents and outside agencies
- Manage curriculum change

- Meet the needs of all students
- Manage a range of management tasks to time deadlines
- Implement strategies to improve attendance and punctuality
- Work effectively in partnership with families to ensure the success of students
- Deliver quality first teaching
- Play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure students follow this example
- Undertake any other specific duties as specified in the School Teachers Pay and Conditions Document not mentioned in the above

### Personal Qualities

- To have a clear view of the importance of education
- To have good communication skills for a variety of audiences, both verbally and written
- To have high expectations of staff and students
- To have high expectations of standards of students' behaviour
- To have the ability to be able to work well under pressure and to respond quickly and appropriately to situations which may arise in a school
- To be confident, positive and have a sense of direction
- To have a real commitment to raising the achievement of all students
- To be able to motivate staff and students
- To have a constant and consistent professional approach to all matters and members of the school community
- To promote sharing of good practice, resources and experiences in order to raise achievement
- To maintain a high level of professionalism and integrity, uphold the values of the school and ensure the students are always the priority

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.

Completed application forms should be sent to [jobs@rutlish.merton.sch.uk](mailto:jobs@rutlish.merton.sch.uk) by **10am on Thursday, 20th March 2025**. Please note, suitable candidates will be shortlisted and invited to interview upon receipt of a completed application form, which may precede the deadline.

### **No Agencies or CVs please as these will not be considered for shortlisting**

*We are committed to safeguarding and promoting the welfare of children, therefore all applicants are required to undertake an Enhanced Disclosure & Barring Service check. We fully support the London Borough of Merton's Equal Opportunities Policy.*