

Job Description

Head of Year

The Head of Year is responsible for a year group cohort (academically, behaviourally and pastorally), and in this capacity has a key role to play in the development and maintenance of educational and behavioural standards, wellbeing, and social development within the College.

GENERAL RESPONSIBILITIES

A Head of Year is responsible for the good order, discipline and morale of a particular year group. This includes:

- Pastoral care of students.
- Orientation of new students.
- Acting as a resource person for students and staff in matters which apply horizontally across the year.
- Giving students an additional caring adult other than their Pastoral Care Group Teacher to whom they may turn in an emergency where, for some special reason, the Pastoral Care Group Teacher may not be an appropriate mentor.
- Taking an interest in the academic progress of the students.
- Monitoring the timetable and general workload of individual students and groups of students.
- Running educational and recreational activities inside and outside the College for the year. Activities may include the following: Camps, Socials, Games, Excursions, Visiting Speakers, Involvement in House activities.
- Monitoring the term and annual planner.
- Generally overseeing uniforms and standards of behaviour.
- Liaising with the Student Leaders Council.
- Monitoring and communicating with parents regarding the discipline and work of individual students.
- Overseeing the extended Pastoral Care Group program for their year group, including links to the Protective Behaviours curriculum and applicable social and emotional wellbeing programs.
- Being cognisant of the National Child Safe Principles and their application.
- Assisting with student leaders of the particular year group.
- Conducting regular team meetings with Pastoral Care Group staff.
- Meeting regularly (typically once a week) with the Dean of Students to oversee activities and matters pertaining to the year group.

A Head of Year, in consultation with the Pastoral Care Group Teachers, Dean of Students, Dean of Operations, Head of Secondary, and the Principal, has responsibility for the morale, demeanour, and conduct of the year group. Matters related to these responsibilities should be discussed at meetings held with the Dean of Students or with Pastoral Care Teachers as necessary.

OTHER RESPONSIBILITIES

Help students with the preparation for special events in which students have a particular role:

- Induction of the Student Leadership Team, College Easter Service, Orientation Day, Open Night Learning Journey, Awards Evening etc.
- Coordinate the year group's social activities – one per term.
- Encourage all students to help maintain standards in dress, manners, duties.
- Attend to the welfare of the year group generally.

Please note that the duties of a Head of Year also include those covered by the Teacher job description.

Please note that this outline is not exhaustive and does not address all areas or year-group specific aspects of the role. Please understand that the scope of the Head of Year role is responsive to the needs of the College and specific year groups/students.

SELECTION CRITERIA

Heads of Year will have:

1. A living Christian faith
 2. Relevant curriculum &/or pastoral leadership experience
 3. A sound understanding of contemporary wellbeing approaches and paradigms
 4. A sound understanding of the wider educational sector, including the relevant aspects of educational psychology, regulatory requirements, theoretical underpinnings and application in practice
 5. Strong team building and organisational capacity
 6. A willingness to go the extra mile to achieve excellence
 7. Evident leadership capacity; strong referee commendations
 8. Excellent communication skills
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