



**The Priory School**  
**Educating Students for Success in Life**

**HEAD OF YEAR**  
**Line Manager: Head of Key Stage 3**  
**TLR 2c (£7,368)**

**Job Description**

The postholder will be responsible to the Headteacher and will demonstrate a genuine commitment to our Equality Policy and to the wellbeing of all students. This job description will be reviewed annually and will form the basis of the Performance Appraisal Review procedure. Any issues relating to the review of this job description should be brought to the Headteacher's notice by the postholder. The postholder will undertake the following specific responsibilities in order to fulfill our statutory requirements, school aims, policies and targets.

**Job Purpose**

- To ensure that the school aims are put into practice and lead the drive for continuous improvement
- To contribute to the effective leadership of the school
- To contribute to the wider teams within the school
- To ensure that the school is a disciplined, well-ordered place for purposeful learning to take place
- To ensure that the student performance, attendance, support and guidance system works effectively
- To ensure effective co-ordination of all aspects of the pastoral programme

**Key Areas of Accountability**

This job description sets out the duties of the post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

1. Provide professional leadership to a team of teachers and support staff to ensure that student achievement is maximised
2. Develop innovative approaches to support student performance, attendance, behaviour and guidance in order to ensure appropriate access and achievement for all
3. Organise and run information events for parents and carers to support the student development
4. Manage the resources of the pastoral area within the limits of the delegated budget and in accordance with the School's financial procedures
5. Ensure that robust procedures are in place to monitor the quality of teaching and learning outcomes, student attendance and behaviour across the year group
6. Contribute significantly to the School's planning (both short term and long term) and provide leadership to whole-school developments, as required



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This job description should be read in conjunction with:

- The Statutory Requirements contained in the current version of the School Teachers' Pay and Conditions document
- The Teachers' Standards
- The Priory School professional skills level descriptors (career stage expectations)
- The Priory School Professional Code of Conduct

*The law requires this position to have an **enhanced** criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post, this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.*

Please note that The Priory School operates a no smoking policy.

**Monday, March 13, 2023 (GE)**