



POSITION TITLE:	Head of Year
DATED:	August 2018
REPORTS TO/Manager:	Head of School
Prepared by:	Head of Human Resources

POSITION PURPOSE

The Head of Year is a member of the Senior (years 10, 11, 12) or Middle (years 7, 8, 9) School pastoral team under the leadership of the Head of School. The team is made up of the Heads of Year, their respective deputies, the Counsellor and in Senior School the VCE Coordinator, the IB Diploma Coordinator and Head of Careers.

The Heads of Year are responsible for the general wellbeing of students in the year group. They are required to undertake the responsibility of academic rigour and pastoral care, including discipline.

POSITION STATUS

The Head of Year position is a tenured position for three years. The position attracts twelve (12) responsibility points. The teaching load for this position is equivalent to 14 x 80min periods over a fortnightly cycle in a teaching area of expertise.

GENERAL

The Head of Year is expected to be an appropriate role model to colleagues, students and the wider school community. This will include:

- Developing strong and enduring relationships with students, parents and staff;
- Demonstrating the ability to work in close association with the Head of School and the Director of Pastoral Care to ensure the optimum culture and environment for wellbeing and achievement;
- Demonstrating strong leadership to students and mentors to ensure that a consistent policy for student behaviour and discipline, dress, punctuality and consideration of others, exists across the year level in a way which is consistent with the policy of St Leonard's College;
- Providing training and support for year level mentors so they can collect, analyse and follow up absentee information for students from school, classes, sport, etc.;
- Developing and nurturing College spirit and a respect for our expectations, customs and traditions;
- Providing support for teachers within the year level by encouraging positive staff/student relationships, helping to resolve situations involving conflict and offering advice on disciplinary matters where appropriate. This Includes a strong presence with a demonstrable ability to influence those in their care and coordinating appropriate intervention for students whose attendance, academic progress or behaviour is a concern;
- Working with mentors to ensure appropriate organisation and development of sound study habits for all students in the year level;
- Ensuring mentors access and utilise student achievement data that reflects students' interests, strengths and weaknesses;
- Induct new mentors into the program by providing information about administrative and pastoral responsibilities;
- Ensuring mentors have established a strong and approachable relationship with parents, which includes a weekly oversight of mentor notes;
- Ensure a smooth transition process of students into the year level, especially those new to the College and international students;

- Encouraging a sense of ownership in the relevant School and ensuring that the area is an exciting and vibrant place, is well maintained and safe;
- Liaising with, managing and be a role model to the Deputy Head of Year;
- Holding regular meetings of the mentor staff to discuss issues concerning the year level and the students;
- Read each student's mentor report at the end of each semester;
- In conjunction with the Head of School assist with the year level information evening and any other specific year level related events;
- Allowing inside areas to be used as a leisure space during recess and lunch times on days of particularly wet weather and supervise this area in conjunction with rostered duty staff;
- Overseeing student leadership processes relevant to the year level;
- Organising assemblies and chapel services that acknowledge the qualities and achievements that reflect the College values;
- Liaising with the Head of Learning Support in the effective implementation of appropriate support for students with identified difficulties;
- Attending weekly meetings of the relevant Middle or Senior School Leadership team;
- Representing and promoting the College at functions such as information mornings for prospective parents and orientation days as required;
- Providing appropriate communication so students have knowledge of opportunities offered through the curricular and cocurricular programs. This includes encouraging students to take opportunities offered in these programs;
- Personal participation in the cocurricular program;
- Showing a broad interest in the cocurricular engagement of the year level by attending sporting fixtures and performances where possible;
- Any other duties as deemed appropriate for the role.

SPECIFICS TO EACH YEAR LEVEL

Middle School

Head of Year 7

- Organise and coordinate the year 7 orientation day at the start of the school year;
- Coordinate and organise the year 7 transition days in August and November, or any other transition events;
- Coordinate peer support;
- Attend at least one of the year 7 camps at Camp Ibis and, in consultation with the Head of Middle School take responsibility for the organisation of appropriate staff for the year 7 Ibis camps;.

The Head of Year 8/9 is done on rotation; being the Head of Year 8 one year and then the Head of Year 9 the alternate year.

Head of Year 8

- In conjunction with Director of Learning Operations ensure the smooth running of the year 8 exams in semester two.
- Attend at least one of the year 8 camps at Camp Ibis and, in consultation with the Head of Middle School take responsibility for the organisation of appropriate staff for the year 8 Ibis camps;
- Work with the Waruwi program coordinator and the Head of Middle School to select students to be part of the program;
- Coordinate the Waruwi program when their students visit the College.

Head of Year 9

- In conjunction with Director of Learning Operations ensure the smooth running of the year 9 exams in semester one and two.
- In consultation with the Head of Year 10, ensure students transition successfully to Senior School;
- Attend the year 9 outdoor education camp and, in consultation with the Head of Middle School take responsibility for the organisation of appropriate staff for this camp;

- Middle School Council Leadership – work alongside the Head of Middle School to develop leaders in year 9 to ensure authentic leadership opportunities and experience;
- Be an active participant in the Big Experience.

Senior School

Taking responsibility, with the Senior School Leadership team, for Senior School activities and events including: Bangladesh Dinner, School Dance (Formal), Valedictory Dinner/Speech Night;

Head of Year 10

- Transitioning, in consultation with the Head of Year 9, students to Senior School, especially those new to the College and international students;
- Supporting the subjects' selection process, including working closely with parents and the Head of Careers and participating in events such as and Booth Night.
- Ensuring that mentors have established a keen insight of the students in their group prior to the commencement of the year;
- The Head of Year 10 will be involved in the organisation and preferred attendance in the Year 10 Hike;
- Support the Head of Senior School in the organisation of Speech Night.

Head of Year 11

- Ensure all new mentors have received and processed the data about each of their mentees and can demonstrate a strong insight of the appropriate choice of course VCE/IBDP;
- Transition to VCE/IBDP for international students;
- All areas of academic weakness appraised and addressed as soon as practical from the start of each semester;
- The Head of year 11 will attend the Year 11 conference to Ormond College or similar;
- Support the Head of Senior School in the organisation of Speech Night.

Head of Year 12

- Ensure social climate appropriate;
- Promote the skills and abilities to enable effective transition to a post-school environment;
- Oversight of year 12 cocurricular obligations;
- The Head of year 12 will attend the Year 11 conference to Ormond College or similar;
- Support the Head of Senior School in the organisation of the Valedictory Dinner and Speech Night.