



# Head of Year - Key Stage 2

The role of Head of Year straddles both the Academic and Pastoral realms, leading a team of Form Teachers in delivering excellent academic learning with their tutor groups and in providing proactive and responsive pastoral care. Heads of Year are themselves a Form Teacher in the Year Team they lead, ensuring they are immersed in the academic and pastoral programmes as well as being responsible for driving up standards in their team.

Each Key Stage 2 year has between 75 and 88 pupils split across 4 Form Classes. Knowing and valuing each of those pupils as an individual is at the core of everything we do.

## Job Purpose

The Prep School is an International Baccalaureate Primary Years Programme (PYP) Candidate School and all year groups are moving to delivering the curriculum through the PYP Framework from September 2025, whereas Year 3 have already moved to the PYP in 2024-25. All staff receive in-depth training on the PYP Framework and are well supported by the Pedagogical Leadership Team. Staff at the Prep school enjoy being in regular dialogue about teaching practices and curriculum design. We plan collaboratively in order to continue our own professional learning and to bring about the best education possible for the pupils.

## Hours

Full Time

## Report to

Head of Year remits are positioned within both the Pastoral and Academic and thus will regularly meet with leadership in both areas.

## Contacts

Prep Senior Leadership Team, Prep Leadership Team, Teachers, Teaching Assistants, Operational Staff.

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## Key Responsibilities & Accountabilities

The range of this role is significant, only the key elements are outlined here. All roles evolve over time and some areas are dependent on the strengths and development areas of the individuals in post. Thus the areas set out here are not an exhaustive list nor inclusive of all possible areas of responsibility.

### Academic Excellence

Leading the delivering of the English Curriculum in their year group. The Head of English sets out the English curriculum which is then brought to life by each year team under the guidance of the Head of Year.

Leading the creation of lesson activities and materials for each Inquiry Unit in their year group. The Pedagogical Leadership team sets out the Programme of Inquiry, including the themes for each Inquiry Unit, reducing the amount of planning each year team has to undertake. These units are then resourced and delivered by each Year Group.

Tracking progress and attainment. Heads of Year work with members of the Prep Leadership Team and Academic Leadership Team to review pupil assessment data, identifying underperformance as well as opportunities to celebrate pupil progress. Heads of Year directly contribute to communicating pupil progress and attainment to parents through ensuring Form Teachers regularly contact home, write meaningful reports and prepare well for parent consultation evenings.

The Head of Year understands the strengths within their year team and utilises the available expertise to the benefit of the curriculum, allocating topics/activities/resourcing as appropriate. Working with each Form Teacher to develop their teaching practice, the Head of Year is a key role in driving up standards.

### Pastoral Care

The Head of Year sets a culture of proactive pastoral care amongst their year team, ensuring Form Teachers are dedicating time and effort to knowing every pupil in the Form Class. The standard of safeguarding and pupil wellbeing is driven by the Head of Year through the development of the Form Teachers. Pastoral matters can relate to pupil friendship issues, pupil self-esteem, attendance, punctuality, poor behaviour, pupil achievements and personal matters at home to name but a few.

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The Director of Pastoral Care and Pupil Wellbeing creates the lesson activities for the PSHE and Wellbeing Programme which are then adapted and delivered by the Form Teachers to their Form Classes under the guidance of the Head of Year.



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### **Partnership with Parents**

Heads of Year set the standard for regular, positive communication with parents be it at drop off/collection times or through phone calls home. Ensuring Form Teachers within their year group seek opportunities to inform parents of positive moments, learning and personal growth of their child, building a meaningful partnership with parents.

Each year group holds an Information Evening for parents ahead of a new academic year starting and a Curriculum Workshop Evening once a new academic year is underway. Both events are to ensure parents are well informed about the education their child is experiencing and how best they can support them at home, both pastorally and academically.

### **Whole School**

Heads of Year directly contribute to the Admission programme by undertaking tours for prospective pupils and where relevant, analysing admission entrance exams for entry into their year group. Heads of Year collaborate each year to ensure transitions between year groups are supportive and enable the pupils to progress up the school with confidence. Heads of Year in Year 5 and 6 support pupils and parents with the entry process into the Senior School and undertake strong dialogue with Senior School leaders. Heads of Year ensure Form Teachers are encouraging pupils to take full advantage of the Co-Curricular Programme, Enrichment Activities and developing their ability to balance social time, clubs and academic learning.

### **Personal Specification**

- An excellent teacher who facilitates deep learning
- Possess a thoughtful authentic leadership style, which includes having an ethical approach, the desire to develop others and the ability to be forward-looking
- Think strategically and creatively both within your own remit and contributing to the remit of others
- Display discretion and a dignified approach to interactions with all people
- Ambitious for the pupils, staff and school with the ability to inspire others
- Organised and diligent
- Be a capable practitioner in the use of IT and possess a strong understanding of management information systems
- Be a confident communicator (both orally and in writing) and able to collaborate with all members of the school community
- Have an approach to work and collaborating with others that is flexible and enthusiastic
- Display an absolute commitment to the highest standards of professional behaviour, at all times promoting the welfare and safeguarding of children

### **Safeguarding**

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.

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