

YEAR HEAD

GENERAL

Responsibility as Year Head to a selection of year groups decided at the beginning of each year by the Headmaster in consultation with the Deputy Principal and Assistant Principals.

SPECIFIC DUTIES

- Promoting, in cooperation with the Headmaster and the Deputy Principal, positive aspect of good discipline and behaviour among the pupils in the relevant year groups and ensuring that all are familiar with the Code of Discipline.
- Assisting/advising teachers in the first instance in the event of discipline problems among pupils in the relevant year groups. Involving the following:
 - (a) provided the problem is not yet serious enough for immediate referral to the Deputy Principal, interviewing/cautioning the pupil.
 - (b) Giving advice to the teacher concerned.
- Referring any kind of serious problem/infringement by a pupil or pupils in the relevant year groups to the Deputy Principal and giving whatever assistance is requested in resolving it
- Administering the system of pupils being put on report including consultation with the Deputy Principal and the distribution, collection and storage of report forms, referral sheets and progress reports.
- At all times keeping the Deputy Principal informed of any problems among the pupils in the relevant year groups and of action taken.
- Performing the initial check on end of term reports for the relevant year groups and liaising with teachers, as necessary, to ensure the correct and accurate filing of the report forms.
- Passing the completed and checked report forms to the Special Duties teacher with responsibility for the final checking and submission.
- Hold one formal meeting per term with the relevant Form Tutors and informal meetings as required.