



URSULA FRAYNE CATHOLIC COLLEGE

Head of Year – Duties and Responsibilities: (2024 Edition)

The primary focus of the Head of Year is to nurture Frayne graduates by working collaboratively with students, staff, and parents to support, guide and encourage students individually and collectively. They act as mentor and guide to ensure that each student's school experience is positive and they remain focused on realising their personal and academic potential.

As middle leaders in a Catholic School, Heads of Year are committed to the provision of a Christ-centred and child-focused community, inspiring all to actively live the Gospel. Each Head of Year should be a role model of an educator in a Catholic school, professional learner, and mentor for staff and display the qualities of an effective leader and administrator in congruence with the values of the College. Each will actively contribute to the development of the College as a learning and faith sharing community, centred in Christ by ensuring that Christian values are reflected in attitude, procedures, and practices. By providing exemplary Christian and professional leadership Heads of Year will actively promote the College Mission, Vision, and Values.

Heads of Year are the representatives of the Principal and are appointed to a team to work in close collaboration with the Heads of School. They share a **collective responsibility** for ensuring a safe, ordered, and predictable campus environment which allows students to flourish. As such, they will work with each other and the Heads of School to ensure the holistic formation of students. They will also be assigned a year group by the Principal and assume responsibility for the smooth and efficient leadership of their assigned particular cohort on a day-to-day basis.

The Heads of Year play an instrumental role in developing strategies and practices that promote a deep sense of belonging and wellbeing to instil in students a confidence to explore new learnings and opportunities. The wellbeing of students is enriched when they feel safe and connected to each other, their teachers, and the College in a positive and respectful way. As such, Heads of Year will foster a caring and connected culture underpinned by mutually respectful relationships between staff, students, and parents.

The Head of Year will:

- I. encourage each person to receive the gifts of God with gratitude, cultivate them responsibly and share them lovingly with others.
- II. monitor all matters related to the spiritual, social, academic and physical wellbeing of students in the cohort and identify patterns and emerging trends.
- III. nurture a prayerful, caring, compassionate, welcoming and connected year group.
- IV. proactively address concerns about academic progress, behaviours and attendance. This would encompass initiating meetings with parents and students to address identified repeated issues such as inappropriate behaviour, uniform standards, attendance etc.
- V. collaborate with Heads of School, designated staff, parents, and students in developing meaningful plans (e.g., IEPs) and strategies to support the achievement of long-term goals for individual students.
- VI. assist in the development and implementation of whole school pastoral care activities as a member of the Pastoral Council.
- VII. lead and promote, as required, year level Masses, liturgies, retreats, assemblies, the organisation of camps, social events, and any other relevant year activities.
- VIII. support the Head of Ministry in the implementation of the Christian Service-Learning Programme.
- IX. communicate to staff any information from a pastoral perspective that may be relevant for the teaching of particular students.

- X. check the accuracy of academic reports, proofread Homeroom comments, and ensure related reporting deadlines are met.
- XI. with the support of Homeroom teachers, monitor the uniform, conduct, hairstyles of the students and personal presentation of students in the cohort.
- XII. collaborate with Heads of School in relation to the management of critical incidents, parent complaints and the identification of and responses to patterns and emerging trends.
- XIII. collaborate with Heads of Year to ensure an inviting campus environment.
- XIV. complete a systematic handover of information pertaining to the year group.
- XV. develop and encourage opportunities to promote student voice in building a sense of community.
- XVI. attend all official College functions and events which involve the students of their cohort and assist as required.
- XVII. be an active presence amongst staff and students.
- XVIII. attend regular meetings with the Heads of School.
- XIX. contribute articles to College digital and print mediums as required.
- XX. undertake other duties as directed by the Principal or their delegate.

Given the dynamic nature of the school environment, the Principal reserves the right to alter roles and responsibilities to suit leadership and management requirements at any point in time. The requirements and the attendant conditions will be formally reviewed at the end of each contract period.