

# The Highly Effective Head of Year

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Tuesday 14th October 2025

Virtual Masterclass



Facilitated by:  
**Dr Jo Trevenna**  
*Consultant, JMC Education*

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## OUTLINE

This course will offer practical advice to enhance your effectiveness in leadership as a Head of Year, House, Key stage or section.

As the trend towards broadening of the role of the Head of Year continues, this course offers valuable advice to being successful in this vital role

The course provides a clear guide to help Heads of Year develop personal and management skills along with their key role in planning for and demonstrating success in school improvement. The training provides clear direction in leading your year group, tutor team and working with parents and support agencies. The course will also review pastoral issues and dealing with common problems. There is advice on developing and planning a pastoral curriculum, systems, policies and procedures.

## KEY LEARNING OBJECTIVES

This masterclass will enable you to:

- Ensure you are up-to-date on the role of Head of Year and the key responsibilities
- Evaluate how well the role is being fulfilled and identify areas for improvement
- Improve how you lead and manage the pastoral team, year group and curriculum
- Audit and improve your department systems, policies and procedures
- Share best practice across the whole school

## FACILITATOR

Dr Jo Trevenna leads Potential Education which specialises in the leadership of EDI in schools. Building understanding of the Equality Act (2010) and ensuring compliance with the Public Sector Equality Duty, Potential Education offers training and support to increase awareness and build confidence in this crucial and enriching aspect of school life. An effective EDI strategy not only helps schools reap the rewards of a diverse workforce but it can also improve pupil outcomes, target pastoral support and rapidly improve stakeholder engagement.

## WHO SHOULD ATTEND

Heads of Year, House, Key stage or section

## VIRTUAL PROGRAMME

**09.55am REGISTRATION**

**10.00am Building a listening school**

Different stakeholders can have very different views regarding the behaviour and pastoral support cultures of a school. Putting staff and pupil wellbeing at the forefront of our discussion, we explore how to proactively listen to parent/carer opinions, pupil perspectives and staff views. In doing so, we consider how to harness this feedback to improve pastoral systems.

**10.45am Building Expertise**

Research drives Ofsted and DfE policy. We shall explore some of this research and build expertise around the application of research-informed literature to school settings. Delegates will then be more strategic in their pastoral work and have greater targeted impact.

**11.30am COMFORT BREAK AND VIRTUAL NETWORKING**

**11.45pm Embedding Culture**

The most effective pastoral teams generate staff 'buy-in'. Different techniques for building 'buy-in' are explored when applied to different scenarios. Common barriers are considered as we explore how to implement and embed change as a leader or member of a pastoral team.

**12.30pm LUNCH BREAK AND VIRTUAL NETWORKING**

**1.15pm Monitoring and Evaluation**

The negative impact of overwhelming both staff and pupils must be avoided for pastoral teams to be effective particularly when it comes to change management. We consider how to avoid this common error through strategic monitoring and evaluation which can lead to the adoption and adaption of processes to match the specific needs of the school.

**3.00pm OPEN FORUM AND MOVING FORWARD**

**3.15pm CLOSE OF DAY**

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This is a virtual conference, with private login details to further online resources and interactive content. Log in details will be sent one week before the event.

#### Date

☐ Tuesday 14th October 2025

#### Virtual Fee

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