

JOB DESCRIPTION

Job Title: Head of Year

Grade: GR4 (Scale Point 23-31)

Responsible to:

1. JOB PURPOSE

- 1.1. To support the Leadership team in delivering, improving, monitoring and evaluating pastoral strategies taking responsibility for a year group of students.

2. DUTIES AND RESPONSIBILITIES

- 2.1.1. Safeguarding and Well Being - Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety.
- 2.1.2. Provide general support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety.
- 2.1.3. Liaise with external agencies on behalf of the Year Group.
- 2.1.4. Be aware of and comply with policies and procedures relating to child protection and all aspects of safeguarding children.
- 2.1.5. Undertake sufficient training to enable the management of Child Protection incidents in line with school policy.
- 2.1.6. Attend case conferences as directed.
- 2.1.7. Behaviour – to be the first point of reference for staff referrals regarding behaviour issues.
- 2.1.8. Collect and collate statement relating to incidents, following up directly when appropriate.
- 2.1.9. Respond to and take steps to resolve relationship issues between students.
- 2.1.10. Issue, collect and follow up report/conduct cards for identified students.
- 2.1.11. Monitor levels of bullying and implement policies and strategies to combat it.
- 2.1.12. Produce reports on levels of incidents dealt with and other issues relevant to the post.
- 2.1.13. Manage behavioural issues on a day to day basis through liaison with Form Tutors, Heads of Faculty, Leadership Link and home.
- 2.1.14. Liaise with the SENDCo for support of students in your year group with special needs.
- 2.1.15. Working in conjunction with the Attendance Officer to follow up attendance matters by contacting and/or meeting with parents. Implement strategies to improve attendance of students including implementation and monitoring of agreed attendance sanctions.

- 2.1.16. Working in conjunction with the Attendance Officer to follow up punctuality matters by contacting and/or meeting with parents. Implement strategies to improve punctuality of students including implementation and monitoring of agreed punctuality sanctions.
- 2.1.17. Use behaviour and attendance data to devise, implement and monitor individual or group action plans for students when required.

2.2. **Communication**

- 2.2.1. Be the first point of contact for parents, being responsible for and dealing with issues when appropriate and referring to other staff for action.
- 2.2.2. Ensure contact is made to parents whenever incidents dealt with – e.g. bullying, racial incident files.
- 2.2.3. Produce appropriate records of incidents dealt with e.g. bullying, racial incident files.
- 2.2.4. Arrange for work to be set and collected for exclusion and other student absence.
- 2.2.5. Arrange parental appointments including those with Leadership Team as appropriate.
- 2.2.6. Ensure that the systems for letters, emails and other forms of communication are complied with.

2.3. **General**

- 2.3.1. To assist in break/lunch supervision if required.
- 2.3.2. Represent the school in a manner consistent with its ethos and values.
- 2.3.3. Contribute to school development through identified communication and consultation channels.
- 2.3.4. To respect the confidential nature of information relating to the ATLP and students.
- 2.3.5. Organise the admission of pupils into the year group.
- 2.3.6. Organise Year Assemblies and assist in the management of all other school assemblies and presentations.
- 2.3.7. Work with other leaders within pastoral management to ensure that a cohesive approach is adopted in respect of managing “whole” development of students across all key stages.
- 2.3.8. Contribute to the effective transfer of pupil information from KS2 to KS3, and KS4 to KS5 and, where appropriate, implement support strategies for pupils at risk of disaffection and exclusion.
- 2.3.9. Ensure that pupil rewards and incentives are promoted, developed and issued in line with the School Policy.
- 2.3.10. Attend regular Year Team meetings in order to share and develop best practice. Attend full Pastoral Team meetings.
- 2.3.11. Assist the Assistant Headteacher – Pastoral in the administration of all aspects of the School Behaviour.

- 2.4. Use comparative data to ensure continued measurable improvement in pastoral objectives.
- 2.5. Have knowledge of a range of external support agencies which can add value to the work of school in support of pupils' needs.
- 2.6. Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.7. To ensure all tasks are carried out with due regard to Health and Safety.
- 2.8. To undertake appropriate professional development including adhering to the principle of performance management.
- 2.9. To adhere to the ethos of the school.
 - 2.9.1. To promote the agreed vision and aims of the school.
 - 2.9.2. To set an example of personal integrity and professionalism.
 - 2.9.3. Attendance at appropriate staff meetings and parents evenings.
- 2.10. Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

3. SUPERVISION RECEIVED:

- 3.1. Supervising Officers Job Title: Assistant Headteacher – Pastoral

4. LEVEL OF SUPERVISION:

- 4.1. Left to work within established guidelines subject to scrutiny by supervisor.

5. SUPERVISION GIVEN:

None

6. OTHER INFORMATION:

- 6.1. The post is full-time, 37.00 hours term time only.
- 6.2. Payment will be on the Grade 4 Points 23-31.

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED.

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder; but only after full consultation with the post holder.

To be signed after agreement is reached.

Job Description issued, after consultation by:

(Signature of Headteacher)

Date:

Copy received by Postholder:

(Signature of Postholder)

Date:

PERSON SPECIFICATION Head of Year

Method of Assessment (M.O.A.)

AF = Application Form; I = Interview; T = Test or Exercise; P = Presentation

	ESSENTIAL	DESIRABLE	M.O.A
--	------------------	------------------	--------------

SKILLS & EXPERIENCE	Experience of working with young people of relevant age.	Experience of multi-agency working	AF/I
	Relevant experience and interest in Pastoral Care.		AF/I
	Excellent interpersonal communication skills and the ability to influence, engage and motivate young people.	Experience of counselling or mentoring young people	AF/I
	Analytical skills to assess the challenges faced by students.		AF/I
	Ability to relate well to young people.	AF/I	
	Flexible		
	Good organisational skills		
	Ability to prioritise and manage own workload.		AF/I
	ICT skills		
	Creativity and problem solving skills		
Sensitivity and caring skills.		AF/I	
The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post.			

KNOWLEDGE & UNDERSTANDING	An understanding of the potential barriers to learning and attending Sixth Form faced by young people and how they can be overcome.	Knowledge of Health & Safety regulations	AF/I
	Knowledge of Safeguarding legislation and procedures.		
	Knowledge of the different transition periods of a student and how to offer support		AF/I
	Knowledge of the different opportunities available to students post Sixth Form education.		AF/I
	Knowledge of behavioural management techniques		AF/I
	Knowledge of the schools policies and procedures		
	An understanding of child development.		AF/I
	Be able to demonstrate a sound awareness and understanding of Keeping Children Safe in Education statutory guidance.		AF/I
		AF/I	
		AF/I	

OTHER REQUIREMENTS	To be committed to the school's policies and ethos.		AF/I
	To be committed to Continuing Professional Development.		AF/I
	Motivation to work with children and young people.		AF/I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.		AF/I
	Emotional resilience in working with challenging behaviours and attitudes.		AF/I
	Ability to use authority and maintaining discipline.		AF/I