



JOB DESCRIPTION

Job Title:	Head of Year
Grade:	H
Hours:	37 hours per week, term time only plus 5 days. The role may involve attending out of hours meetings/events on occasions.
Responsible to:	Headteacher
Direct Supervisory Responsibility for:	Pastoral Support Assistants
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<u>Internal:</u> Headteacher, Deputy Headteacher, SLT, Teachers, Pastoral Support Assistants, students <u>External:</u> Parents, carers and relevant support agencies

Main Purpose of Job

To work with other Heads of Year to oversee the pastoral and academic progress of students across the year groups, working collaboratively with parents/carers, students and staff to manage and overcome a wide range of challenges and obstacles in order to achieve the best learning outcomes for students.

Duties and Responsibilities

Leadership

1. To oversee a high-quality educational experience for the year group, realised through the implementation of the school values, policies, and practice.
2. To uphold high expectations of all students and a focus on consistency of practice across the year team.

3. To engage effectively with students, parents, other professionals, and the wider community, upholding high expectations of behaviour and conduct in all communications with parents/ carers.
4. To engage with tutors, taking account of the pressures on them and supporting them in their professional development.
5. Support and coach staff who ask for, or are identified for, help with creating and sustaining positive learning environments.
6. To be a part of the whole-school leadership forum and engage in strategic and operational discussions and decisions.
7. To support our strong safeguarding culture by always acting in the best interests of students to protect them online and offline.
8. To lead, manage and motivate a year team of form tutors and the pastoral team.

Behaviour and Attitudes

1. To uphold high expectations of behaviour and conduct, applying these consistently and fairly and supporting staff to manage student behaviour so that poor behaviour does not disrupt lessons or social time.
2. To create a positive environment and inclusive culture, where bullying and discrimination are not tolerated; where students are safe and feel safe.
3. To implement strategies to ensure demonstrable improvement in the behaviour and attendance of students who have particular needs.
4. To foster positive attitudes to education in the year team, supporting students to show commitment to their learning, effective study skills, resilience and pride in their achievements.
5. To implement strategies to ensure students have high attendance and are punctual.
6. To oversee rewards and sanctions of students in the year group, reintegrating after exclusions and working with the leadership group to monitor students following exclusions.

Personal Development:

1. To lead the morning tutorial programme for the year group, creating a curriculum that provides for students' broader development, including Social, Moral, Spiritual and Cultural education and the Fundamental British Values.
2. To support the development of students to be confident, resilient and independent and to develop strength of character.

3. To provide high-quality pastoral support, ensuring students know how to eat healthily, maintain an active lifestyle, and keep physically and mentally healthy.
4. To enable opportunities for students to engage with views, beliefs and opinions that are different from their own and to show respect and tolerance for these, promoting equality of opportunity and diversity effectively.
5. To provide meaningful opportunities for students to understand how to be responsible, respectful, active citizens who contribute positively to society.
6. To support the delivery of age-appropriate careers education.

Quality of Education:

1. To support tutors to deliver the tutorial programme effectively.
2. After assessment points, to work with Heads of Department and teachers to support students who are falling behind, liaising with teaching staff as appropriate in supporting the particular learning needs of students and in the resolution of conflict.
3. Where appropriate, to monitor students' work across the curriculum ensuring that it is of good quality.

Responsibilities applicable to all Trust employees

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.
2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in appraisal, mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.

Date Updated: June 2024

Updated by: Senior HR Officer



PERSON SPECIFICATION

Job Title: Head of Year

Department/School: Saltash Community School

Attributes	Essential	Desirable	How identified
Relevant Experience	<p>Reasonable experience of working in an 11-18 years setting</p> <p>Experience of building and leading teams</p> <p>Experience of achieving challenging professional targets/objectives</p> <p>Experience of working with people, often in challenging circumstances</p>	<p>Experience of identifying an issue, researching possible solutions, action-planning a change strategy and evaluating impact.</p> <p>Experience of developing and implementing policy and practice</p>	Application Form/ Interview
Education and Training	<p>Degree or equivalent</p> <p>GCSEs or equivalent in Maths and English</p> <p>Proven evidence of other further professional development</p>		Application Form
Knowledge and Skills	<p>Good communication skills, written and verbal</p> <p>Creative thinking skills</p>	<p>Decision making skills – the ability to investigate, solve problems and make decisions.</p>	Application Form/ Interview

	<p>Ability to work as part of team as well as using own initiative</p> <p>The ability to set standards and act as a role model</p> <p>The ability to analyse, understand and interpret data and information.</p>		
Any Additional Factors	<p>A desire to make a difference to the lives of young people.</p> <p>Belief in the importance of high expectations.</p> <p>The ability to persevere with difficult situations</p> <p>Self-confidence</p> <p>Enthusiasm, commitment and a high level of personal integrity</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people</p>	<p>A clear view and understanding of the impact of 'Every Child Matters' and how it will impact on all aspects of the work of Saltash Community School.</p>	Interview

Date Updated: June 2024

Updated by: Senior HR Officer