



# Hyde High School

<p>Job description: Head of Year          Grade: G          Working pattern: 36 hours per week, term time only</p>	
Responsible to	Deputy Headteacher (Pastoral Care)
Core Role	Taking key responsibility for a year group within the school's Pastoral Team, the Head of Year will promote the excellent behaviour, personal development, progress and welfare of all pupils so that they can realise their full potential. The role requires resilience, flexibility and the proactive and enthusiastic contribution to a positive work ethic and team spirit.
Key responsibilities	
High Expectations.	<p>Promote high expectations, high standards and a positive culture and ethos for the year group that praises and celebrates all aspects of pupil achievement.</p> <p>Lead and support a team of Form Tutors ensuring consistency in approach to all relevant policies and procedures.</p> <p>Be a high profile presence around the school, consistently promoting and encouraging positive attitudes and excellent behaviour.</p> <p>Tenaciously and consistently uphold high expectations in relation to school uniform.</p>
Progress.	<p>Work closely with the Head of School to support academic progress by identifying, implementing and monitoring appropriate interventions to address underperformance or barriers to learning.</p> <p>In line with school systems, raise concerns with the SENDCO, the school safeguarding team and appropriate external agencies as relevant.</p> <p>Facilitate support for pupils' reintegration to school following a period of suspension or significant absence.</p> <p>Work proactively with pupils and families to remove barriers to learning.</p>
Attendance and Punctuality.	<p>Support the Attendance Team in promoting good attendance and punctuality.</p> <p>Work with the Attendance Team to raise levels of attendance and punctuality for identified pupils including joint home visits as necessary.</p> <p>Work proactively with pupils and families to remove barriers to good attendance and punctuality.</p>
Behaviour.	<p>Promote excellent pupil behaviour at all times</p> <p>Monitor the poor behaviour of individuals and groups of pupils, implementing strategies to address this and to improve outcomes.</p> <p>Work flexibly within the Pastoral Team to explore emerging behavioural issues and identify and implement solutions.</p> <p>Investigate reported incidents and implement the school's behaviour policy.</p> <p>Intervene effectively and rapidly to challenge bullying and discrimination and promote equal opportunities.</p> <p>Support the identification, dissemination and implementation of effective strategies for working with challenging behaviour of individual pupils.</p> <p>Facilitate, monitor and review managed moves and external placements.</p> <p>Facilitate and lead school detentions as appropriate.</p> <p>Carry out On Call duties as required.</p> <p>Manage the 'Reset' facility as necessary.</p> <p>Play a key role in celebrating pupils' successes and achievements in line with the school's rewards systems.</p> <p>Conduct 'return to school' meetings following fixed term exclusions.</p>

Welfare and Personal Development	<p>Demonstrate a clear commitment to safeguarding and promote the wellbeing of all pupils in line with school policy and national guidelines.</p> <p>Identify and promote pupil leadership and pupil voice opportunities.</p> <p>In liaison with relevant staff, work proactively with pupils and families to overcome pupils' social, emotional or mental health issues.</p> <p>Encourage pupils to become actively involved in school life including charity and community work.</p> <p>Identify where deprivation is causing barriers to pupil wellbeing and utilise school strategies to address this.</p>
Wider responsibilities	<p>Establish and maintain positive professional relationships with pupils, families and colleagues.</p> <p>Engage parents and carers in their child's school experience.</p> <p>Ensure that communication with parents, carers, partner schools and other external agencies is effective, appropriate and timely.</p> <p>Ensure discretion and appropriate confidentiality in line with school safeguarding procedures.</p> <p>Coordinate and support the effective cross-phase transition of pupils.</p> <p>Prepare for, attend and collate information from meetings for designated pupils e.g. PEP/CAF/Team around the Child/Team around the School etc.</p> <p>Complete Early Help Assessments as necessary.</p> <p>Ensure accurate and up-to-date record-keeping on the school's management information systems.</p> <p>Supervise the admission and placement of new pupils in consultation with the Deputy Headteacher (Curriculum).</p> <p>Plan, deliver and support assemblies as required.</p> <p>Actively supervise pupils at the start and end of the school day and at lunchtimes and break times.</p> <p>Support out of hours functions and events including Exam Results Day, Prize Evening and the School Prom.</p> <p>Prepare relevant documentation for governor panels, attendance meetings, case conferences, pupil reviews etc.</p> <p>Organise/participate in school trips or visits as required.</p> <p>Contribute to the coordination of parents' evenings or information evenings as appropriate to the relevant year group.</p> <p>Play a full part in the life of the school community to support its ethos and encourage pupils to follow this example.</p> <p>Contribute to the positive promotion of the school within the local community.</p> <p>Act as a First Aider (training provided).</p> <p>Undertake any other reasonable activities commensurate with the post as directed by the Headteacher.</p>

This job description will be subject to review and may be modified or amended at any time after consultation with the post holder.

All adults at Hyde High School are expected to:

- actively promote the school's positive and inclusive ethos and values;
- subscribe to the priorities within the School Improvement Plan;
- play a full part in the life of the school community;
- comply with and promote the school's corporate policies including, but not restricted to Health and Safety, Child Protection, Safeguarding and Data Protection;
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Hyde High School is committed to safeguarding and expects all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check.

*HOYJD – Dec 2023*