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| **Location:** | King Edward VI Camp Hill School for Boys, Vicarage Road, King's Heath, Birmingham, B14 7QJ |
| **Role:** | Head of Year 8 & 9 |
| **Accountable to:** | Deputy Head (Pastoral) |
| **Direct reports:** | None |
| **Length:** | Permanent |
| **Salary:** | MPS/UPS + TLR2b £5,642 p.a. |
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| **Purpose of the role** |
| The King Edward VI Academy Trust Birmingham (“the Academy Trust”) was established in 2017 and is made up of the twelve academies - six selective academies and six non-selective academies. Our overarching mission is “to make Birmingham the best place to be educated in the UK”. The purpose of this role is to support year 8 & 9 students pastorally and monitor academic progress, behaviour and wellbeing.It is expected that the post holder will move to Head of Year 8 each alternate year, and then return to Head of Year 9 in the following Year. |
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| **Principle responsibilities and duties** |
| To assist in the leadership of the school through:* Contributing to the strategic direction and development of the school by supporting the vision, ethos and policies of the school
* Attending Pastoral Board meetings and contributing to the review, evaluation and development of the school’s pastoral policies and procedures
* Adopting a significant and prominent presence around the school
* Developing Pupil Voice
* Promoting effective safeguarding procedures across the school
* Taking on specific tasks, related to the day to day administration and organisation of the school, as directed by the Headmaster

**Specific Responsibilities - including monitoring and evaluation****Pupil Progress*** To monitor and review the academic progress of pupils in Year 8 & 9
* To lead the tracking of vulnerable groups in line with the Closing the Gap agenda
* To liaise with appropriate teaching and support staff and with external agencies to support pupil progress and wellbeing
* To meet with parents of identified pupils and inform staff of relevant outcomes
* To support the transition of pupils from Year 7 and to Year 10
* To prepare references for school leavers
* To attend Parents’ Evenings and coordinate feedback from the evenings

**Pupil Behaviour and Well Being*** To monitor and review the attendance, punctuality, behaviour (including detentions) and wellbeing of all pupils in the Year group
* Attend a fortnightly meeting with the attendance officer to discuss students under 90% attendance and decide what appropriate actions to take
* To train as a DSL, act as a safeguarding lead for Year 8 & 9 alongside the lead DSL for the school and maintain safeguarding records for the year group on MyConcerns
* To promote the effective tracking of behaviour on SIMS, including monitoring detentions
* To promote the rewards system including House Points and the effective tracking on SIMS
* To respond appropriately to any concerns raised by parents, Form Tutors or subject teachers, other pupils or by the individual student
* To consult with the Deputy Heads on particularly sensitive issues, for example those which may involve exclusion or Child Protection procedures: to keep the Headmaster fully informed of developments
* To coordinate investigations into incidents involving pupils in Year 8 & 9 and report to the Deputy Head (Pastoral) as appropriate. To ensure that such incidents are accurately and fully recorded on pupil records
* To co-ordinate the successful induction of new pupils
* To attend assemblies and organise, where appropriate, Year group meetings
* To contribute to supervision arrangements during the day, especially in the cloakroom area
* To liaise with the school’s SENCO, learning assistants and external agencies as required to support pupil progress and wellbeing

**Pastoral Management*** To lead and manage the team of Form Tutors, holding meetings where appropriate and induct new form teachers
* To lead and organise a programme of structured Form Time activities
* To oversee the academic and extra-curricular tracking of Year 8 & 9, in liaison with the School Data Manager
* To prepare the annual Pastoral Report; to meet with the Deputy Head (Pastoral) and Headmaster to discuss the Report
* To work with Form Tutors and the Deputy Head (Pastoral) in dealing with the more serious academic and disciplinary issues
* To monitor the quality of subject and Form Tutor reports
* To contribute to the development of the school’s programme for PSHE and Citizenship for Year 8 & 9
* To work with the Deputy Head (Pastoral) in planning and recording the use of the Pupil Premium
* To support the team of Form Tutors in their personal professional development (where relevant to their pastoral role)
* Take part in regular Pastoral Supervision meetings

**Particular Responsibilities of the Head of Year 9*** To choose the Year 9 prize-winners for the Intermediate Presentation Evening. To work with the Head of Year 10 to arrange the Intermediate Presentation Evening. To attend the evening
* To allocate pupils to forms
* To plan and lead the Y9 Induction Evening
* To work with the Head of Year 10 to allocate pupils to Year 10 forms
* To lead and organise the GCSE options process
* To devise and update annually the guidance booklet provided for form teachers and all new Year 9 pupils
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| **General responsibilities and duties** |
| * To develop a clear understanding of the Academy Trust’s vision, mission, and strategic aims and to actively support these
* To remain up to date with the Academy Trust’s policies, procedures and code of conduct and always uphold these
* To identify and undertake relevant training to enable continuing professional development, where resources allow
* To prepare for and proactively engage in the performance review cycle with your line manager
* To attend appropriate internal and external meetings, as directed by your line manager
* To undertake such other duties as are agreed as being in keeping with the general nature of the job and its grade

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description. Job descriptions will be updated or amended from time to time to reflect such changes.Please note that the appropriate support and training will be provided. |
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| **Person Specification** |
| **Essential** | **Desirable** |
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| **Knowledge and experience** |
| Experience in communicating with school students and their families | Experience of working with SIMS |
| Ability to manage large groups of students | Experience of working with students to set targets |
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| **Qualifications**  |
| Degree level qualification | Other qualifications such as NPQ related to Pastoral care |
| Qualified Teacher Status |  |
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| **Competencies**  |
| Building capacityInfluencing and persuading Working under pressureActing and leading with integrity Delivering at pace Delivering quality Team focussed Coaching management styleListening with empathyProactivityFlexibility Reliable and adaptable |  |