



North Gosforth Academy

Job Description

School: North Gosforth Academy

Post Title: Head of Year

Grade: N6

Responsible to: Assistant Principal (Pastoral)

Job Purpose: To provide pastoral support to students within a particular Year group.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To work with form tutors, members of support staff and multi-agency teams to develop and implement strategies to improve attendance and behaviour and to monitor and evaluate the effectiveness of those strategies.
2. To liaise with parents/carers over a range of issues regarding student welfare, progress and discipline.
3. To ensure that students in the year are offered appropriate pastoral and academic guidance, counselling and mentoring, so that they may maximise their potential.
4. To coordinate procedures for recording and reporting on the behaviour, attendance and welfare of students in the year.
5. To reinforce targets as set within the School Improvement Plan and develop, implement and monitor within the year, strategies to meet those targets.
6. To identify young people at risk and refer to multi agency teams where appropriate. To initiate and take part in the Common Assessment Framework acting as nominated lead professional as required.
7. To maintain Looked After Children documentation. To contribute to Care Team and Personal Educational Planning meetings.
8. To liaise with the designated member of staff for Safeguarding and maintain an up to date record of at risk students.

9. To work with individual students on matters of discipline and behaviour.
10. To organise and lead relevant alternative curriculum initiatives as appropriate.
11. To maintain effective pastoral records on all students within a particular year.
12. To use behaviour monitoring data to monitor individual student and whole year performance.
13. To supply relevant data for statistical returns particularly linked to behaviour, attendance and exclusions.
14. To manage the process for in year transfers and admissions.
15. Under the agreed system of supervision, during the short-term absence of the classroom teacher, to supervise students undertaking work which has been set in accordance with the school policy.
16. To undertake activities as directed, with whole classes, individuals or small groups of students.
17. To lead on a relevant whole school initiative.
18. To invigilate examinations when required.
19. To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
20. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the School's policies and procedures.