

Job Description

Post: Head of Year

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live the mission, values and drivers every day.
- Work directly with the pastoral team to ensure the pastoral team is outstanding.
- Provide students with clear behaviour expectations and ensure our system of sanctions and rewards is firm and fair.
- Lead effective pastoral interventions which enable students to consistently meet our high expectations.
- Monitor behaviour data frequently in order to offer interventions and education to fill gaps in knowledge.
- Have strategic oversight and responsibility of all pastoral care issues, including attendance, behaviour, child protection and children looked after within the cohort.
- Support all staff with monitoring and intervention of student achievement.
- Ensure all students in programmes of intervention are supported and monitored.
- Directly report to the pastoral leader and assist with all delegated duties.
- Ensure that the pastoral support / challenge team is supervised at all times and always reflects a professional working environment.
- Respond to the needs of all students with a sense of urgency.
- Ensure behaviour sanctions are consistent, and the relevant staff / parents / carers are well informed.
- Ensure behaviour records are thorough, up to date and in line with academy expectations.
- Liaise with relevant staff to ensure all students needs are met.
- Supervise students when they have chosen to 'cross the red line' and support them to 'get it right'.
- Liaise with teaching staff to organise activities for students who are learning within pastoral support / challenge areas.
- Contact parents / carers frequently in order to strengthen the three-way partnership between families, students and staff.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our academy calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.