

JOB DESCRIPTION

POST: Head of Year	
GRADE: G (scp 13-18)TTO + 3 weeks	
RESPONSIBLE TO: Senior Pastoral Leader for Engagement and Safety	
STAFF MANAGED: None	
JOB PURPOSE:	To support learning through the use of data, strategic intervention and monitoring in order to maximise student attainment. To provide pastoral support and guidance to students in order to ensure they attend school regularly, behave appropriately and achieve their academic potential.
JOB CONTEXT:	<p>Works within the school's pastoral team, working with SLT, students, parents and external agencies to promote good attendance and behaviour of students.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p> <p>Enhanced DBS clearance required</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • Liaise with the Senior Pastoral Leader for Engagement and Safety in all matters pertaining to the attendance, behaviour and welfare of students. • Liaise and meet with parents and agencies in promoting the attendance, good behaviour, welfare, development and attainment of students. On occasions, this will involve acting as 'case manager' for the student in partnership with outside agencies and the writing of reports. • Conduct investigations, take statements and report results to a senior leader for action. • Apply sanctions consistent with the school's behaviour policy. • The data collection system, plan, intervention strategies as directed by the Pastoral Protocol. • Analyse data weekly to improve the engagement and learning of vulnerable students. • Advise, guide and support students with general learning, welfare and behavioural issues. • Contribute to the Respect and PD Programme through assemblies. • Perform daily supervisory duties during tutor periods and lunch times. • Develop individual student learning plans and monitor their effectiveness. This may involve the production of a formal education plan that is disseminated to relevant staff. • Supervise detentions after school. • Contribute to the secure and confidential recording of incidents. • Contribute to and lead year group meetings

	<ul style="list-style-type: none"> • Cover for an absent Head of Year or the Consequences' coordinator when required. • Contribute to enrichment or intervention sessions as required after school. • Supervise students prior to examinations, during the Pre-Public exams and GCSE exam season. • Contribute to specified events dictated by curricular needs (e.g. Options process). • Participate in Parents' Evenings giving key guidance to individuals in need of specific support. • Work closely with the Access to Learning Manager, the SENDCo and the Senior Pastoral Leader for Engagement and Safety on the development intervention strategies. • Track and intervene with serial internal truants or students who are consistently late to lessons. • Liaise with parents and the attendance officers regarding attendance issues. • Ensure strict confidentiality in all areas of work. • Undertake any other duties, relevant to the post, which may from time to time be required as instructed by the Senior Leader for Engagement and Safety, any other member of the Senior Leadership Team and the Headteacher. •
Communications	<ul style="list-style-type: none"> • Establish good working relationships and communicate effectively with all staff, students, parents and external partners • Communicate effectively with the Schools SLT • Contribute to weekly Head of Year meetings. • Attend weekly staff briefings.
Resource management	<ul style="list-style-type: none"> • Participate in the school's performance management scheme. • Participate in training and other learning activities and performance development as required • Highlight additional training and supervision needed to build on your skills and knowledge.
Safeguarding	<ul style="list-style-type: none"> • Identify and record any child protection and safeguarding concerns. This could include processing referrals, auctioning initial assessments and organizing meetings with parents. • Prepare and contribute information as required for Early Help or Multi-Agency meetings. • Action relevant aspects of Child Protection plans under the direction of the Designated Senior Leader. • Act at all times in line with the school's Child Protection procedures. • Know about data protection issues in the context of your role. • Maintain confidentiality as appropriate • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
Systems and Information	<ul style="list-style-type: none"> • Maintain and update all necessary records using manual and computerised systems and check entries.

	<ul style="list-style-type: none"> • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information appropriately – in writing, by telephone, electronically and in person.
Data Protection	<ul style="list-style-type: none"> • To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the equality Policy Statement. • Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • The Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust Policies and Procedures
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.
Date of Issue:	Dec 2022

Person Specification – Head of Year

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none"> An understanding of issues that may affect students abilities at school / to attend school. 	<ul style="list-style-type: none"> Knowledge of school procedures Knowledge of child protection legislation and procedures
Experience <ul style="list-style-type: none"> Experience of working with Bromcom or a similar data management system Experience of working with children and young people and their parents / carers Administrative experience 	<ul style="list-style-type: none"> Experience of working in a school environment Experience of implementing policies
Occupational Skills <ul style="list-style-type: none"> Excellent communication skills, including advisory and persuasive skills Ability to establish positive and effective relationships with children and young people Organisational skills Excellent ICT skills Analytical skills Ability to keep accurate records Ability to work successfully as a team Ability to work on own initiative Confidentiality Report writing skills 	<ul style="list-style-type: none"> Experience of Microsoft Office Bromcom (School's Management System) Experience of Telephone Systems
Qualifications <ul style="list-style-type: none"> Good GCSEs including Maths & English or equivalent 	<ul style="list-style-type: none"> Level 3 qualification in business / administration or equivalent
Personal Qualities <ul style="list-style-type: none"> Organisational skills Ability to work successfully in a team Able to work under pressure Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours and attitudes. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. Confidentiality 	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Other Requirements <ul style="list-style-type: none"> • To be committed to the school's policy and ethos. • Commitment to Continuing Professional Development • Motivation to work with children and young people • Enhanced DBS clearance required • Flexibility 	
Equal Opportunities <ul style="list-style-type: none"> • To assist in ensuring that Trust's equalities policies are considered within the school's working practices in terms of both employment and service delivery. 	