



Hillcrest School & Sixth Form Centre

Job title:	Head of Year (Non-Teaching)
Department / Location:	Pastoral/Safeguarding
Accountable to:	Deputy Headteacher (Culture and Inclusion)
Salary Grade / Range:	Grade 4
Job Purpose	
To lead a designated year group of students, providing pastoral leadership and ensuring every student is supported to achieve their full potential. Provide effective strategies to ensure their personal and academic progress and tackle all aspects of under-achievement (academic, attendance, punctuality, behaviour) in the year group.	
Role Responsibilities • Provide effective leadership to a designated year group of students and professional leadership to the team of tutors in the allocated year group. • Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety. • Monitor the attendance of students and liaise with the Deputy Headteacher (Culture and Inclusion), Assistant Headteacher (SENDCo), Safeguarding Team and Attendance Officer to implement appropriate strategies to improve individual and year group attendance and punctuality rates. • Develop systems to track the behaviour of students and liaise closely with the Deputy Headteacher (Culture and Inclusion), Assistant Headteacher (SENDCo), Safeguarding Team, Heads of Department and tutors to implement appropriate intervention strategies to improve individual attitudes to learning (i.e. - Pastoral Support Plans). • Monitor and supervise student behaviour out of lessons, i.e. - before school, break, lunch, drive duty, reset room, detentions, after-school bus stop duty and movement of students between lessons. • Work closely with the Deputy Headteacher (Culture and Inclusion), SLT Year Group Link, Assistant Headteacher (SENDCo) and Heads of Department to monitor the academic progress of students and prepare appropriate intervention strategies to tackle under-achievement for all sub-groups (SEND, EAL, FSM, PP). • Undertake Lesson Walks to monitor behaviour and engagement. • Prepare data for form tutors and establish data tracking systems to ensure tutors can effectively monitor the progress of students in each form group. • Co-ordinate the Three Houses Programme to direct form tutors to have weekly meetings with targeted students to review attendance, punctuality, behaviour and homework targets. • Be the first point of contact for parents/carers, being responsible for and dealing with issues when appropriate and referring to other staff for action where necessary. In addition, meet with parents/carers to discuss concerns about attendance, behaviour, homework, as well as contacting parents to celebrate their child's progress and achievements.	

- Respond to and take steps to resolve relationship issues between students and protect their emotional well-being.
- Contribute to safeguarding provision by undertaking training as a deputy safeguarding lead and by representing the school at professional meetings, as required.
- Lead year group team meetings in a professional manner, ensuring relevant documentation is prepared prior to the meetings and any minutes are completed and shared with the Deputy Headteacher (Culture and Inclusion), Assistant Headteacher (SENDCo), Tutors and SLT Year Group Link.
- To oversee 'in year' admissions for new students. This will include liaising with the member of staff responsible for admissions and reviewing the progress of new students weekly during their first five weeks at the school to ensure they have settled in and to address any concerns raised.
- Plan and deliver year group assemblies.
- Plan and deliver behaviour management, emotional well-being and/or self-esteem workshops to targeted students in the specific year group and across other year groups (as required).
- Complete Head of Year reports as part of the annual student report sent home to parents/carers.
- Maintain up-to-date records on CPOMS and other school systems regarding both individual students and the implementation of whole school safeguarding and behaviour policies.
- Add relevant notes to student records on Class Charts.
- Analyse Class Charts data on the behaviour of both individual students and the year group.
- Co-ordinate student prefect team meetings on a fortnightly basis.

Communication

- Ensuring effective communication between all staff regarding identified students and between school and home.
- Communicating daily with the Deputy Headteacher (Culture and Inclusion) and/or other staff regarding concerns relating to students.
- To work as a member of the safeguarding team to identify and support students.

General Duties and Responsibilities

- To promote and safeguard the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including performance management.
- To adhere to the core values of the school - Work Hard, Be Kind, Aim High, and model these, day to day.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and relevant parents' evenings.
- To be responsible for weekly submission of own time log.

Safeguarding

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping Children Safe in Education: Information for all school and college staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.

This is not intended to be an exhaustive list, but a guide to the main responsibilities of this post.

The post holder will also be expected to undertake any other tasks as reasonably required by the Headteacher or Governors to ensure the efficient and effective operation of the school.

This job description will be reviewed annually.



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	Essential Criteria
Knowledge/ Experience	• Experience of working with young people in an education setting. • Experience of providing pastoral support to young people in an education setting or similar professional environment. • Experience in meeting the needs of children and young people, particularly vulnerable or disadvantaged children. • Experience of working with and leading colleagues in highly effective teams. • Experience of supporting and promoting student welfare and emotional well-being. • Knowledge and experience of safeguarding procedures. • Knowledge and experience of implementing behaviour management techniques. • Knowledge of current educational issues and the impact on school provision.
Skills and Abilities	• Positive and caring approach to students. • To have high academic, social and behavioural expectations of students. • Able to be a team player and a team leader. • Ability to develop strong working relationships with staff, students, parents/carers and external agencies. • Excellent planning and organisation skills with a high level of accuracy. • Able to work to tight deadlines and to work flexibly, reprioritising work as required to meet the school's needs. • Ability to keep calm under pressure. • Outstanding interpersonal skills. • Ability to demonstrate a flexible "can do" approach. • Ability to lead by example. • To have strong awareness of professionalism and confidentiality.
Education and Qualifications	• GCSE English and Maths (grades A*-C) or equivalent. • Evidence of continuing professional development.
Other Requirements	• Must be able to work flexibly and within contracted hours, including being contactable for urgent safeguarding matters over the summer holidays (on a rota). • First Aider (or willingness to undertake). • Minibus Driver (or willingness to undertake). • Attendance at meetings, training days/parents' evenings/school events as required. • Ability to demonstrate an understanding of policies and procedures in relation to Child Protection, Safeguarding, Health and Safety, Equal Opportunities, GDPR/Data Protection and Confidentiality within the school environment.