

Job Description : Head of Year

Job Title:	Head of Year
Contract Information:	Term time only Permanent 36.25 hours per week, 8am to 3.45pm (30 minute unpaid lunch, daily)
Responsible to:	Deputy Headteacher
Responsible for:	n/a
Terms & Conditions:	NJC, Support Staff Terms and Conditions
Salary Range:	NJC Grade SO1 – PO. Scale points 23 to 30, for which the full time salary is £28,226 - £34,373 Actual salary range is £23,883 - £29,084
Other:	2 months' notice period.

Background & Vision:

Our vision for 'World Class' schooling is one in which all pupils:

- Make outstanding progress in their learning, regardless of ability, gender, social background or ethnic origin.
- Are engaged in a curriculum suffused with memorable experiences and rich in opportunities for learning.
- Learn, with teachers, in an environment which is mutually respectful and promotes a shared enjoyment of learning.
- Develop social attitudes and behaviours founded upon the values of respect, responsibility, and resilience.
- Develop the transferable skills and attitudes necessary to thrive in the global economy of the 21st Century.

We believe that we will achieve this through a commitment to the principles of Excellence, Equity, Engagement, and Enterprise.

Values:

Our values are at the heart of what we do.

We believe that everyone excels everyday here at Hollingworth Academy. This ethos is built on our core values of **RESPECT**, **RESPONSIBILITY** and **RESILIENCE** and these values are at the heart of everything we do.

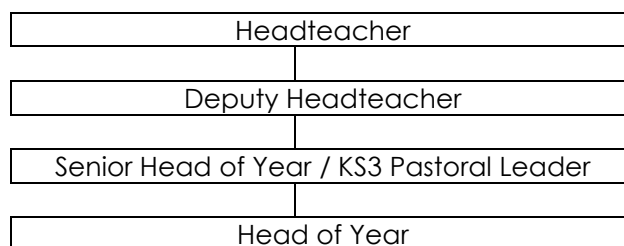
We believe that all of our pupils deserve an education that expands their life choices and enables social equity and mobility. We work hard to ensure that all of our pupils achieve their potential and truly believe in 'excellence for all'.

Purpose of the Job:

- To develop and maintain a positive ethos within the year group, that encourages pupils to have high expectations of themselves and others, promoting effective learning.
- To deliver the highest standards of pastoral care whilst promoting academic success, for all pupils in the year group, enabling individuals to flourish.
- To ensure that the values of Respect, Responsibility and Resilience are over communicated to and embodied by the year group.
- To be accountable for the pastoral provision for pupils in the year group.
- To track the progress and achievements of pupils through the year group.

- To ensure that strategies are in place to maximise achievement and address underachievement of pupils in the year group.
- To lead, manage and motivate a year team of tutors.
- To be an exceptional role model to young people.

ORGANISATIONAL CHART



CONTROL OF RESOURCES

Personnel: To lead the pastoral work of the year group team of Form Tutors.

Financial: None

Health & Safety:

The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the school's policy and the Health and Safety at Work Act, 1974.

Training and Development:

The postholder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.

Equipment/Materials:

- To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
- To adhere to rules and regulations relating to the use of ICT, email and internet/intranet access.
- The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

Relationships (internal and external):

- Internal:**
1. Teaching and support staff within the school
 2. Users of the school
 3. Voluntary helpers
 4. Pupils

- External:**
1. Parents/Carers
 2. Visitors and customers
 3. Relevant agencies and organisations e.g. Early Break, Sunrise team
 4. Other professionals e.g. HYM, #THRIVE, RANS, Doctors

KEY DUTIES AND RESPONSIBILITIES:

Pupils:

- To be responsible for the pastoral aspects of pupil welfare, development and progress of a year group.
- To be a highly visible presence at all times around the school and to manage pupil behaviour in a positive, persistent and relentless manner.
- To know key information about pupils and their family, and to use this to support pupils to make exceptional progress.
- To ensure that pupils are praised for good work and behaviour; and that the school's Reward System is actively promoted.
- To maintain an atmosphere that is happy, controlled and which reinforces the school's ethos.

- To ensure that all pupils in the year group receive high standards of care at all times and that their emotional and social development is appropriately supported.
- To administer the school's programme of sanctions in accordance with the Behaviour Policy applying a consistent, firm and fair approach.
- Set individual pupil targets and monitor behaviour as part of the Pastoral Support Programme.
- Analyse a wide range of data, from a variety of sources such as A2L, A2H, red/green slips and attendance, to monitor pupil progress and apply appropriate intervention strategies.
- Working with Senior Pastoral Staff and other HOYs to look for reasons for good or poor attendance and progress, whilst developing intervention strategies, in a timely and effective manner.
- To assist with the organisation of and attendance at RAT meetings. Including communication of relevant information and co-ordinating follow-up interventions arising from these meetings.
- To lead on attendance and punctuality for their year group, by inspecting attendance records and checking reasons for absence, truancy and lateness. Communicating with parents and outside agencies where necessary.
- To prepare paperwork for referral of attendance issues to the LA.
- To accurately maintain appropriate pupil records, including behaviour logs and pastoral pupil reports.
- Engage the support of parents/carers and arrange meetings in order to acquaint them with the school policy or to discuss the welfare and progress of any particular pupil.
- Take steps to minimise bullying and support victims of bullying.
- Relate to pupils with a range of problems, circumstances and diverse social and cultural backgrounds.
- Endeavour to ensure that pupils remain in lessons or return to their lessons as soon as possible following interventions.
- Attend meetings for individual pupils, including those involving external agencies.
- To work with Senior Pastoral staff and SLT to introduce and promote initiatives to raise standards of uniform, behaviour, punctuality and attendance; including appropriate awards.
- Play a role in the activities offered as part of the primary Transition Programme.
- Assist with the managed move process including paperwork, inductions and review meetings.
- Be responsible for the accuracy of information and completion of all paperwork and liaising with parents for pupils on Internal and External exclusions.
- To work with external agencies and organisations to ensure that any barriers to learning for individuals are overcome
- To always be inquisitive and proactive in following up any issues involving pupils in the year group. To take ownership in sharing best practice across staff in ensuring effective management of individual pupils within the curriculum.
- To liaise with the relevant medical staff on the co-ordination of pupil's immunisations.

Specific Pupil Duties:

Each Head of Year will have specific duties that they are responsible for each year:

- Head of Year 7 – Primary Transition
- Head of Year 8 – Co-ordination of Attendance Rewards
- Head of Year 9 – GCSE Choices and Careers Education
- Head of Year 10 – Study Skills
- Head of Year 11 – GCSE Preparation

Staff:

- To develop an effective team approach with Form Tutors to meet the pastoral needs of pupils.
- To work with Senior Pastoral Staff and SLT to monitor, assess and develop the roles of the Form Tutors, providing support and advice including updating them of changes to school policies.
- Under the direction of the SLT to organise Year Team Meetings, circulating minutes and undertaking any follow-up action required.
- Liaise with external agencies such as the EWO, HYM, #THRIVE.
- To lead and conduct assemblies involving outside speakers, other staff, form tutors and pupils according to an agreed rota.
- Assist with the supervision and completion of staff duties.
- Liaise with other schools to arrange pupil transfers and placements.
- To work with the SEND Department in order to identify and support pupils.

- To work with the SENDCO and HOD's to ensure that pupils have appropriate personalised provision and intervention to meet their needs.
- To establish good and frequent dialogue with other members of staff concerning the behaviour and progress of pupils in the year group and ensure staff confidence that any concerns are dealt with promptly.
- Work collaboratively with relevant medical staff and mentors, to ensure appropriate support is in place within school.

Organisation:

- Work with Heads of Department, Pastoral Staff, Form Tutors and colleagues to maintain effective behaviour that supports learning.
- To communicate effectively with parents, staff and pupils.
- To proactively role model interactions ensuring that these are productive and positive.
- To work with Senior Pastoral Staff and SLT to monitor, evaluate and review the consistent application of the behaviour system and routines for learning.
- To positively advocate the behaviour policy at all times and promote and reinforce routines that maximise learning time.
- To contribute to the organisation of, and attend Parent's Evenings, providing support to Form Tutors and teaching staff as required.
- Assist with the supervision of pupils out of lesson times including before and after school.
- Keep accurate records of intervention and action taken including behaviour logs and communicate any appropriate information to the various stakeholders ensuring that GDPR and Data protection procedures are followed.
- To accommodate Freedom of Information and Subject Access Requests from parents and pupils in line with Data Protection and GDPR compliance.
- Support the school's Quality Assurance of reports to parents.
- Undertake other duties as required in supporting the implementation of the School Improvement Plan and SEF.
- Publicise successes by giving out certificates, awards and rewards.
- Represent the school at external meetings.
- Be involved in the day to day supervision of the Link Room and on-call.
- Contribute to the effective use of Pupil Premium money to support the year group.
- Co-ordinate programmes of extracurricular and voluntary activities for the year group such as trips, charity work and inter-form competitions.
- Monitor the use of morning tutor times, in conjunction with year group linked SLT to ensure high quality consistent approach.
- Supervising whole school detentions.
- Prepare reports as requested; this could be for a range of staff, including Governors or SLT.

Parents:

- Be the focal point for parental contact, parental interviews, telephone calls, emails and letters including co-ordination of the Pastoral Administrator's role.
- Advise parents on suitable and appropriate support agencies to support pupil wellbeing.
- To contribute to the organisation of, and attend Parent's Evenings and Consultation Evenings, supporting staff.

General Responsibilities:

- The postholder must perform their duties in accordance with the school's Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the school ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its academies and external events as required.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.

- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation. These will be drawn to the postholder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Hollingworth Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the post-holder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This job description will be reviewed to reflect the plans, growth and development of the academy.

Information for all applicants / postholders:

Hollingworth Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Signed	<i>Postholder</i>	Date
Signed	<i>Line Manager</i>	Date



EQUITY EXCELLENCE ENTERPRISE ENGAGEMENT