**Khalsa Secondary Academy**

**Head of Year – Job Description**

Salary and grade: MPS plus UPS, plus TLR

Reports to: The Headteacher, members of the senior leadership team (SLT), the Board of Trustees

**Main purpose of the job:**

* Be responsible for overseeing the pastoral wellbeing of all students in your designated Key Stage
* Be responsible for overseeing the safety, wellbeing, contentment, personal development, attendance, punctuality, conduct, behaviour, attitude towards study, attitude towards other students, attitudes towards staff, work ethic, effort, application, industry, classwork, homework, revision and achievement relative to ability in internal and public examinations of each student in your designated Key Stage
* Be responsible for instilling and imbuing personal characteristics and values that are in keeping with good citizenship, excellence, care, kindness, respect, British Values, Sikh faith ethos and values in each student in your designated Key Stage
* Be responsible and accountable for achieving the highest possible standards in work and conduct
* Treat staff colleagues and students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the adult’s position in the school
* Work proactively and effectively in collaboration and partnership with senior leaders, staff, students, parents/carers, governors, Trustees, and external agencies as necessary, in the best interests of the students
* Strive for efficiency and value for money in all contracts, orders and purchases
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school
* To fulfil all duties and responsibilities outlined in the teacher job description in addition to those set out in below

**Duties and responsibilities:**

* To attend to all pastoral matters within your Key Stage that are brought to your attention by the Pastoral Head, Form Tutors, the wider teaching and support staff team, students, parents and external agencies, as appropriate
* To raise any safeguarding concerns or any other pastoral matters of import with the Designated Safeguarding Lead (DSL) without delay
* To ensure the accurate and timely recording of any safeguarding concerns and any other pastoral matters of import on the school’s record keeping platforms and files
* To liaise with parents/carers of students within your Key Stage in a timely manner, providing satisfaction to parents in relation to any issue, query or concern they have raised, as far as is possible
* To monitor record keeping platforms, including ClassCharts, Safeguard My School and equivalent, to identify individuals, groups, cohorts, patterns and trends in relation to students in your Key Stage, and to take appropriate action accordingly
* To monitor all appropriate data sets within the school, including data sets on attendance, punctuality, conduct and behaviour to identify individuals, groups, cohorts, patterns and trends in relation to students in your Key Stage, and to take appropriate action accordingly
* To provide ad hoc and bespoke pastoral support, guidance and advice to each student within your Key Stage, as appropriate, within your own capabilities
* In liaison with the DSL, to direct individual students to the school counsellor, the school’s independent careers advisor, the school’s welfare officer, and other key staff, as appropriate, where students’ issues or concerns might extend beyond your own capabilities
* To actively identify any instances of bullying, harassment, torment or harm amongst students within your Key Stage and to act swiftly, in liaison with the DSL, to identify suitable strategies to address such instances or wider concerns
* To engage with in-school and outside provisions and agencies, as appropriate, acting in the best interests of the students at all times
* To liaise with the SENCo and the Assistant Head (Inclusion), as appropriate, to ensure the highest levels of care and provision for each student with SEND
* To be mindful of and to focus keenly on the wellbeing and the progress over time of potentially vulnerable students and groups, including students with SEND, students who are on Pupil Premium, children who are Looked After (LAC), children with English as a Second Language (ESL), children at risk in the home, and any other identified student(s) or group(s)

**Other:**

* To have professional regard for the ethos, policies and practices of the school and to maintain the highest standards in your own attendance, punctuality, conduct and behaviour
* To perform any other duties and carry out any other responsibilities as reasonably requested by the Headteacher or the Deputy Headteacher

**Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

**Khalsa Academies Trust Safeguarding Statement**

Khalsa Academies Trust is committed to safeguarding children. We believe that children and young people should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. We expect that all staff, volunteers, outside agencies and service providers adhere to our policies and share in our commitment to safeguard all children in our care.