

## **Job Profile: Head of Year**

Salary scale:	SO1/2, SCP 23 - 28
Working hours:	37 per week
Academy/department:	Lightcliffe Academy, Pastoral Department
Responsible to:	Pastoral Lead
Nature of contract:	Permanent

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### **Job purpose:**

- To be responsible for all aspects of your assigned year group.

### **Job specific responsibilities:**

- To support curriculum areas to secure high standards of work, attitude and behaviour from students and to support students in the year group in overcoming barriers to learning.
- To implement and promote the behaviour policy.
- To ensure high levels of school attendance and behaviour across the year group.
- To support students, parents/carers, including meetings with parents and colleagues before, during and after the normal school day, and to build positive relationships with all involved in the learning process.
- To be a Deputy Designated Safeguarding Lead and work proactively to safeguard and support students.
- To carry out supervisory duties in accordance with publishes schedules, including lunchtime supervision.
- To ensure that appropriate work is provided by subject teachers when one of their students needs to take time out of their normal lessons.
- To liaise with subject leaders and form tutors regarding concerns in their year group.
- To support the Pastoral Lead and Achievement Director in communicating effectively with parents in the monitoring of students who have been identified as not making progress.
- To develop intervention strategies to support students in overcoming barriers to learning.
- To plan and deliver assemblies with support from Achievement Directors.
- To work under the direction of the Pastoral Lead and Assistant Principal for Care and Conduct to support vulnerable students.
- To ensure that student records are kept up to date.
- To support the Assistant Principal and Pastoral Lead in the development of individual education / behaviour / support / mentoring plans.
- To share effective strategies and collaborate with colleagues.
- To encourage students to take up student leadership opportunities.
- To be involved in the student council within the year group.
- To liaise with external agencies where appropriate, under the supervision of the Pastoral Lead and Assistant Principal for Care and Conduct.
- To undertake any professional duties reasonably delegated by the Head of School.
- To administer first aid when necessary, if suitably qualified.

### *Abbey MAT responsibilities*

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

*The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.*



## People Profile:

<b>Aptitudes, qualities and values:</b>	<b>Essential</b>	<b>Desirable</b>
An inspirational, caring practitioner with an ability to communicate effectively with others for the benefit of students.	✓	
Ability to reflect critically and respond to students and academy needs.	✓	
Possess personal integrity, warmth, a willingness to grown and learn and a sense of humour.	✓	
Excellent interpersonal, written and oral communication	✓	
Prioritise, plan and organise self and others across the wide range of responsibilities	✓	
<b>Qualifications, knowledge, skills and experience:</b>	<b>Essential</b>	<b>Desirable</b>
Good general level of education to GCSE or equivalent including maths and English GCSE A* - C or equivalent	✓	
Completion of, or working towards, additional professional qualifications relevant to this post		✓
Knowledge and understanding of diverse range of potential barriers to learning, how to identify and address such issues	✓	
Ability to lead, motivate and develop effective team working between students, parents/carers and staff to ensure common goals are met.	✓	
Knowledge of and ability to implement positive behaviour systems and procedures	✓	
Proven ability to manage behaviour effectively to ensure and foster a safe, engaging, enjoyable and outstanding climate for learning.	✓	
Ability to communicate confidently and effectively with students, parents/carers and relevant external agencies.	✓	
Understanding and practical experience of safeguarding policies and procedures to ensure students' wellbeing, in accords with statutory provisions and policies	✓	
Knowledge of the wider educational context and national accountability frameworks.		✓
Confident in the use of ICT to maintain accurate student records and communicate information effectively to others.	✓	
Ability and willingness to train as first aider.	✓	
<b>Safeguarding and promoting the welfare of students:</b>	<b>Essential</b>	<b>Desirable</b>
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

### Our Trust mission:

In Partnership to Educate, Nurture and Empower

### Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our students and staff are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

[www.abbeymat.co.uk](http://www.abbeymat.co.uk)



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