

Job Description

Post Title:	Head of Year (non-teaching)
Location:	John Port Spencer Academy
Salary/Pay Range:	NJC Points 23-27
Hours of work:	37 hours per week, 52 weeks per year 8.06 am till 4.00 pm Monday – Friday (with a 30-minute unpaid lunch break)
Reporting to:	Vice Principal - Behaviour

Purpose of Role

The main areas of responsibility of the postholder will be to be responsible for the welfare and behaviour of students, promoting positive student attitudes and behaviour in and around the academy and mutual respect for members of the academy community.

Main Duties and Responsibilities

Working as part of the Pastoral Team, you will be required to carry out the following duties.

The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

The postholder will be covered for a 30-minute lunch break at a reasonable time to meet the needs of the academy. Duties and responsibilities will be allocated by the Principal and Vice Principal in accordance with scheme of Supervision for the academy.

Specific responsibilities include:

- To provide support and intervention to promote student attainment, achievement, attendance and well-being
- To work as part of a team to promote and support whole school policies including raising attainment, behaviour, rewards, attendance and punctuality
- To promote positive relations and ensure excellent communication across the academy community and with external agencies
- Raise standards for progress and attainment
- Monitor and track student progress using behaviour and attendance data
- Provide intervention plans for students identified as underperforming
- Liaise with Pastoral Managers, Directors of Faculty, parents and students to identify barriers to learning
- Meet with Pastoral Managers to discuss pastoral issues
- Communicate intervention plans to parents, Pastoral Managers, DOTL's, DOF's, Tutors and teachers
- Maintain up to date intervention plans on SIMS
- Monitor and evaluate the impact of intervention plans on the progress of students

- To liaise with the Pastoral Manager to support tracking of student's attainment, achievement, and offer intervention support to maximise student outcomes. This will include supporting the completion of individual intervention plans and the regular review and update of intervention plans
- Make specific provision for the monitoring and tracking of groups of students including PPG; LAC; FSM; SEND and provide intervention plans where appropriate
- Make referrals to SENCO (Learning) for students with specific needs or who are not responding to their intervention plan
- Completing and maintaining appropriate documents such as PIP (Pupil Information Profile)
- To liaise with the safeguarding and senior team as appropriate
- Regular communication with parents
- Regular sessions with individual students – mentoring
- Take responsibility (with support from the Pastoral manager) for organising and communicating specific events, E.g. Year 11 Prom, Year 9 Options Evening, Parents Evenings
- Generic ELT responsibilities – as directed by the Principal and Vice Principal
- To participate in the Performance Management process and act as a reviewer where necessary
- Data tracking, attending achievement meetings weekly after school
- Ensuring actions completed following weekly meetings
- Planning intervention sessions where required
- Organising and leading assemblies
- To be available to meet with students, parents/carers or staff from 8.15 until 4.30 including academy breaks and lunchtimes
- To provide on call cover, as part of a team, during lesson time and registration
- To meet students following referrals related to behaviour, bullying, student concerns or other incidents and to carry out appropriate follow up actions
- To be available to support tutors within the identified Year group
- To support and monitor procedures for/with students on report in line with academy policy
- To act as a key worker to identified students and to maintain and monitor an up to date key worker list
- To identify, in consultation with Pastoral Manager and/or safeguarding team, students who need referring to the safeguarding and senior team and be involved in appropriate follow up
- To refer students for additional support in consultation with the Pastoral Manager
- To make organisational arrangements for the admission and induction of new students
- To ensure good communication with parents/careers, members of academy staff and outside agencies
- To prepare for and attend meetings as appropriate
- To attend Parents Evenings and special events as relevant to your year group
- To organise work for absent students where appropriate
- To promote and support Educational Trips and Visits
- To support the organisation and distribution of progress data and student reports
- To be involved in the preparation of student references
- When dealing with incidents of a serious nature refer and prepare reports/investigations for your SLT link as appropriate
- To work together with other Pastoral Managers and Heads of Year to organise and support key events with a particular year group as appropriate, including transition, Option Choices, Work Experience and Review Days
- To work together with your Senior Leadership link, Pastoral Managers and other Heads of Year to organise and run the detention rooms

- To work with the Inclusion and Behaviour Team to plan and deliver inclusion and redirection work
- To develop links with Faculty areas, organise, and deliver inclusion training and briefing sessions for staff
- To staff at least 5 x 20 minute duties per week.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder maybe required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name:

Signature:

Date:

Person Specification

	Essential	Desirable
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills.	✓	
GCSE Maths and English grade C or equivalent	✓	
Good A Level passes	✓	
Higher degree or further education		✓
Previous experience in an educational environment	✓	
Experience of working with young people	✓	
Evidence of additional recent and continuing professional development	✓	
A successful track record in pastoral care	✓	
Knowledge and skills		
Knowledge of basic Microsoft packages: Word, Excel, Outlook and PowerPoint	✓	
Working knowledge of a range of administration procedures	✓	
Ability to communicate clearly orally and in writing	✓	
Ability to work collaboratively with others	✓	
Knowledge of relevant codes of practice	✓	
Ability to work on own initiative	✓	
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓	
A diplomatic and patient approach	✓	
Track record of being flexible and hard working	✓	
Initiative and ability to prioritise own work and that of others to meet deadlines	✓	
Able to follow direction and work in collaboration with the leadership team	✓	
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	✓	
Willingness to learn	✓	
The ability to inspire, enthuse and motivate all students	✓	
Resilience, self-motivation and stamina	✓	
Co-operative spirit / can do attitude	✓	
Problem solving approach	✓	
Patience with children	✓	
Problem-solving, planning and decision-making skills	✓	
The ability to work under pressure and remain organised whilst managing a diverse, demanding workload and meeting strict deadlines	✓	
Ability to establish and maintain appropriate relationships with young people	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community	✓	