



# KING EDWARD VI BALAAM WOOD ACADEMY

*Educational excellence for our City*

## ***Job Description***

### ***~ Non-Teaching Head of Year ~***

**King Edward VI Balaam Wood Academy, New Street, Frankley, B45 0EU**

<b>Title</b>	<b>Non-Teaching Head of Year</b>
<b>Salary</b>	<b>SCP26 (FTE £36,124 / Actual £31,729)</b>
<b>Reports to</b>	Assistant Headteacher
<b>Disclosure level</b>	Enhanced
<b>Purpose</b>	To ensure both the academic and pastoral success for the year group assigned to their care. They will do this by leading Form Tutors and their cohort of pupils in identifying key areas for improvement and planning appropriate actions to meet them, they will manage both the people and resources associated with their year group and they will monitor the quality of learning experienced by the year group through liaison with Faculty Leaders, offering support and guidance where necessary. The postholder will also act as a Deputy Designated Safeguarding Lead (DDSL).
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• To promote a learning environment and ethos that ensures that all pupils make progress.</li> <li>• Monitor progress and behaviour across allocated year groups.</li> <li>• Ensure that pupils are placed on appropriate reporting systems in line with school policy and that interventions are effective.</li> <li>• To undertake the role of a Deputy DSL by completing training and refresher training as and when required.</li> <li>• To lead on completion of early help assessments.</li> <li>• To liaise with the SENCO in relation to plans for specific pupils.</li> <li>• Monitor attendance and to support the Attendance Team and other agencies in ensuring that interventions have impact.</li> <li>• Have a rolling programme to monitor and evaluate the use and impact of homework, issuing of rewards, planners, uniform and equipment.</li> <li>• Coordinate events (including supporting with progress review events, rewards, assemblies and trips).</li> <li>• Maintain strong relationships with parents/carers and to support colleagues in meetings with parents/carers.</li> <li>• Mentor and support colleagues and encourage their professional development.</li> </ul>

	<ul style="list-style-type: none"> <li>• Use meetings to share good practice, moderate and cascade training.</li> <li>• Offer CPD to the team and across the school.</li> <li>• Use data to monitor and inform actions in relation to progress and attitudes to learning in liaison with the Lead Practitioner.</li> <li>• To run targeted intervention courses that address a range of barriers to learning and monitor the outcomes and impact of these and put action plans in place where necessary.</li> <li>• To monitor and evaluate interventions to ensure that pupils make progress in liaison with Faculty Leaders, Senior Leadership team, parents / carers and teachers.</li> <li>• To oversee activities designed to raise pupil aspirations e.g. offsite visits and liaison with external agencies.</li> <li>• Ensure that pupils contribute to the ethos of the school.</li> <li>• Ensure that all safeguarding duties are adhered to.</li> <li>• To ensure all tasks are carried out with due regard to Health and Safety.</li> <li>• To undertake appropriate professional development including adhering to the principle of performance management.</li> <li>• To adhere to the ethos of the school.</li> <li>• To promote the agreed vision and aims of the school.</li> <li>• To set an example of personal integrity and professionalism.</li> <li>• Attendance at appropriate staff meetings and parents/carers evenings.</li> <li>• Any other duties as commensurate within the grade in order to ensure the smooth running of the school.</li> </ul>
<p>The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Assistant Headteacher or the Headteacher, commensurate with the grade of the post.</p> <p>This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Assistant Headteacher or Headteacher in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.</p> <p><b>Postholder:</b></p> <p><b>Postholder Signature:</b></p> <p><b>To be reviewed on an annual basis.</b></p> <p><b>Date: June 2025</b></p>	