

SIR WILLIAM ROBERTSON ACADEMY**JOB DESCRIPTION****JOB TITLE: Head of Year (non-teaching)****REPORTS TO: Headteacher (or nominated person)****PURPOSE OF JOB:**

To enable all pupils to engage in education by providing leadership and support around student welfare, behavioural and attendance issues. This will involve working with staff, parents/carers and pupils to address barriers to learning and make sure effective policies and procedures are in place.

MAIN RESPONSIBILITIES, TASKS & DUTIES**Working with pupils**

- Identify strategies to help overcome individual pupils' barriers to learning
- Use systems to monitor the behaviour and progress of pupils who are on targeted interventions
- Co-ordinate the development of pupils' support plans for improving mental health and review ongoing progress towards set goals.
- Manage the transition of new pupils arriving or existing pupils returning to school, putting the necessary support in place to overcome any barriers to learning
- Promote high standards of behaviour and consistently implement the school's behaviour policy
- Use systems to monitor the attendance of pupils, including supporting those who are on targeted interventions (such as the Emotionally Based School Avoidance pathway)

Working with staff

- Make sure each member of staff has access to, understands and can apply consistently, the school's pastoral procedures and strategies, especially new staff
- Liaise with teaching staff to support monitoring activities on individual pupils' behaviour
- Work with the attendance officer to monitor and implement strategies to improve the attendance of pupils who are on targeted interventions
- Work with the SENCO to identify pupils in need of additional support and to develop individual support plans
- Work with senior leaders to develop whole-school pastoral care policies and action plans
- Participate in senior leadership meetings, as required
- Assist the Designated Safeguarding Leads in supporting children on TAC, CIN or CP plans.

Working with parents/carers and external agencies

- Act as the lead point of contact for parents/carers in relation to pastoral and behavioural issues, involving relevant staff members as necessary
- Communicate with parents/carers following behavioural incidents to discuss the effectiveness of the support in place for their child
- Maintain regular contact with parents/carers to discuss their child's progress, behaviour and attendance
- Build positive relations with parents/carers to encourage family involvement in their child's progress
- Communicate with parents/carers about specific support in place for their child
- Assist parents/carers with any information they need to support their child
- Liaise with external support agencies and professionals as required, to cater for pupils' individual needs
- Build and refresh knowledge on the range of external support available that could support pupils' individual needs

Administration

- Maintain accurate records of interventions and relevant meetings
- Facilitate the transfer of relevant pupil information inside and outside the school
- Make sure that pupil medical information is updated and that staff are aware of the individual medical needs of pupils
- Complete relevant paperwork required by external agencies

Other areas of responsibility**Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

MANAGEMENT OF PEOPLE

None

SUPERVISION OF PEOPLE

None

CREATIVITY AND INNOVATION

Postholder must understand and utilise a range of strategies to deal with pupil behavior as a whole and also individual pupil support needs.

CONTACTS AND RELATIONSHIPS

Direct contact with Headteacher, teaching and support staff, pupils, parents and other professionals/agencies.

WORK ENVIRONMENT**a) Work Demands**

Interruptions are intrinsic to the role without changing its substantive purpose.

b) Physical Demands

School based role, with some elements of physical activity.

c) Working Conditions

Work is carried out in a well-ventilated and well-lit school environment.

d) Work Context

Limited, however, postholder may experience some abuse or aggression from contact with pupils/parents/carers.

KNOWLEDGE AND SKILLS

No formal qualification is required.

Proven track record of working with children for at least one year.

Basic understanding of education system or a willingness to learn.

Basic computer skills.

Good communication skills both written and oral.

Ability to understand the needs of the children and set appropriate targets.

GENERAL

The Headteacher will decide the precise role of the Head of Year within school, and outline specific responsibilities if the school has more than one Mentor. The postholder is expected to work to carry out the duties in accordance with the school's policies and procedures.

Name:	Signature:	Date:
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