|  |
| --- |
| *Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment* |



Notre Dame High School Job Description

|  |  |
| --- | --- |
| Job Title | Head of Year |

|  |  |
| --- | --- |
| Salary  | Teachers Pay scales plus TLR 2C (currently £7,017 p.a.)Progression to Leadership Scale 8-12 through successful completion of 1-3 year mentoring and induction programme |

|  |  |
| --- | --- |
| Purpose of the Job | To lead a specific year group to ensure all students within that year group are supported and inspired to develop their academic, social and moral potential.Work with other Heads of Year and the SENCO to maintain an excellent climate for learning and formation through consistent and high quality pastoral provision. To implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ’s teaching. |

|  |  |
| --- | --- |
| Responsible To | Acting Headteacher |

|  |  |
| --- | --- |
| Responsible For | High standards of conduct, approach to learning and attendance from students in a year groupProvision of excellent pastoral care for their wellbeing, including safeguarding and child protection.Effectiveness and consistent application of whole school pastoral policies and procedures (shared with other Heads of Year) |

|  |  |  |
| --- | --- | --- |
| Level of Contact with Children & Degree of Responsibility  | Level of Contact with Children |  High |
| Degree of Responsibility for Children | High |

|  |  |
| --- | --- |
| Conditions of Employment | The conditions of employment for teachers are defined in the current School Teachers’ Pay and Conditions Document.The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.The postholder will also be expected to endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as learning and caring community committed to following Christ’s teaching. |
| Primary Responsibilities:Leading an effective tutor team and fostering excellent relationships with staff, students and parents:* Ensure excellent form tutor practice through appraisal and CPD
* Foster a collaborative approach where colleagues offer and accept support and challenge.
* Develop and maintain proactive communication with parents
* Maintain an open and non-defensive approach to suggestions and concerns raised by colleagues, students and parents.

Leading excellent provision for student wellbeing, behaviour and development:* Contribute to planning and leadership of high-quality liturgical experiences and assemblies with the year group
* Lead the year team in planning for effective use of form time particularly in the development of high-quality shared resources and practices
* Analyse and evaluate a range of data on behaviour, progress, approach to learning and attendance in order to inform, plan and monitor impact of intervention
* Liaise with and coordinate of the work of staff in school and outside agencies to ensure the needs of individual students are met, especially the most vulnerable; Pastoral Managers, SENCO, Form Tutors, Heads of Department, Pupil Premium Champions, etc.
* Ensure that sanctions and rewards are applied fairly and effectively to promote excellent conduct and approach to learning.
* As Assistant Safeguarding Lead, work closely with pastoral managers to ensure appropriate recording of and response to safeguarding concerns related to children in the year group

Managing people, systems and resources:* Liaise with other senior staff to manage specific year group activity including involvement in trips, enrichment activities, start and end of term, etc.
* Plan effective use of form tutor meeting time
* Management of tutor team and SMT link to ensure consistent application of systems and policies in the year group; Rewards, sanctions, uniform and journal audits
* Plan and monitor year group spending on resources and rewards.

Whole school leadership responsibilities:* Deputy Designated Safeguarding Lead
* Work with Assistant Head RE & Ethos, and other Heads of Year to quality assure and refine a coherent form time and assembly programme across the year groups.
* Work with chaplaincy team to quality assure and refine liturgical programme and provision of prayer and reflection through form time.
* Evaluate effectiveness of pastoral systems & interventions across the school and contribute to improvement needed.
* Contribute to and evaluate the effectiveness of staff training on pastoral care, behaviour for learning, Child Protection and Safeguarding.
* Evaluate effectiveness of Safeguarding and Child Protection Systems to inform improvement planning and refinement.
* Champion and enable student leadership and student voice across the school
* Promote engagement with and contribute to community activities such as Sports Day, Prize Night and the work of FOND.
* Promote and develop high quality pastoral leadership amongst colleagues.
* Identify, develop and support aspiring pastoral leaders.
* Contribute to duty rota, including lunchtime and after school detentions
 |

|  |
| --- |
| Additional Responsibilities:Other duties and tasks as requested by the Headteacher in the light of the school’s development and changing priorities. |

|  |
| --- |
| **General Duties**This is in addition to the duties and responsibilities laid down in the national Teachers’ Conditions of Service.  |