

Head of Year (Pastoral)

Trinity Academy

Head of Year (Pastoral)

Responsible to:	AHT / DHT
Hours:	37.5 hours Term Time plus 10 days
Salary:	S26 - S32 + CST R1 (FTE of £30,099 -£35,802 + £3,210) Actual of £26,973 - £32,084 +£3,210
Start date:	As soon as possible

Purpose of the role

To embrace the values of Trinity Academy ensuring that **every** child achieves their absolute best by providing support for students' academic achievement and all aspects of their pastoral care.

Details of the role

At Trinity Academy, pastoral support for students is provided by Pastoral Support Leaders (PSL) and Heads of Year, with support from the Learning Support Team. Heads of Year support students' academic achievement by managing many aspects of their pastoral care. They are forward-thinking, seek to actively 'add value' and use their initiative to improve the provision we have to support students. The role will involve working with Assistant Headteachers responsible for Safeguarding, Attendance and Behaviour and subject teachers to determine the best support and intervention strategy, evaluate the impact of such provision for vulnerable students, lead meetings with parents/carers, students and outside agencies etc. There is an expectation to work after school in meetings with students, parents/carers or other vital tasks which will be negotiated with your line manager.

This job is suitable for someone who is experienced in working with young people in a school setting and has a track record of impact. They will need drive and determination to ensure that every student receives the support they need to be the best version of themselves. They will need to provide strategic leadership, have great people skills and deeply care for all young people

The ability to contribute to other co-curricular areas of Trinity life (eg Team Sports, Music, Drama, Equalities or other co-curricular activities to be agreed) is desirable.

Specific Responsibilities

- Take strategic responsibility for the pastoral care of a given year group
- To analyse data from a variety of sources to spot patterns of behaviour, inform, implement and monitor systems to secure good patterns of attendance and punctuality in your Year group(s).
- To provide support for vulnerable and at risk students and their families within your year group(s).
- To disseminate relevant information as required to relevant Academy staff, students, parents and external agencies.
- To maintain positive and regular Academy – Parent – Student communication.
- To undertake daily duties which support the day to day running of the school.
- Where necessary, manage and investigate any issues arising and ensure that appropriate actions are followed through.
- To coordinate Restorative Justice interventions.
- To work with individual students and their families when issues from home are affecting or likely to affect their performance/attendance/behaviour at the Academy.
- To monitor and respond to the year group's non-attendance and minimise non attendance by working with the attendance officer using a variety of strategies to ensure a positive impact.
- Ensure maintenance of accurate student records in a variety of formats (spreadsheets, databases etc.) and full compliance with Data Protection and Freedom of Information regulations.
- Ensure that all liaisons with external agencies are appropriate to need and effective to support the personal and educational development of learners, including those students considered being "at risk".
- Contribute to the development of the PSHCE curriculum and drop down days.
- Run Trinity Support Plans for students who meet relevant triggers.
- Oversee the reintegration post suspension/ post bespoke timetables.
- Any other such duties as may, from time to time, be reasonably required by the Principal.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.