



SHOEBURYNNESS HIGH SCHOOL

JOB DESCRIPTION

Responsible To: Headteacher and Senior Line Manager

Main Job Purpose

- To be accountable for the monitoring of the provision for students in year groups that have part time Head's of Years.
- To track the achievements of students throughout the year group in liaison with the lead Head of Year.
- To ensure that strategies are in place to maximise engagement and achievement and address underachievement of students in the year group
- To liaise with HoF/ELT colleagues to identify trends/patterns in behaviour, attendance and attainment **data and devise strategies to address any identified issues.**
- To lead, manage, motivate and develop a year team of form tutors
- To role model high quality and impactful teaching and learning within own subject specialism

Team Leadership

- To lead, manage, motivate and develop a year team of tutors
- To organise effective Year Team meetings
- To ensure that tutors have an effective programme of tutorial activities, to support them in the delivery of tutorial activities and to monitor and evaluate the programmes
- To support tutors in the consistent implementation of whole school policies, rules and procedures • To induct new tutors and give guidance and support to all tutors on the effective development of students in their care
- To attend all appropriate meetings to represent the interests of the year team at these meetings and to provide feedback from these meetings to the team

Strengthening the Community

- To foster positive relationships with all members of the year group whereby each student can turn to you for support and guidance when needed
- Contribute to stakeholder engagement and communication with parents, carers and families within the year group.

- To organise the scheduled year group Parents Evenings, including monitoring of attendance, collection of parent feedback and follow up of absentees
- To be a high-profile member of staff around school and a positive role model in terms of challenging infringements of school rules and insisting on high standards of conduct and behaviour
- To develop a year ethos incorporating the school values through stimulating and high-quality year assemblies
- To liaise effectively with external agencies to support individuals in the year group as appropriate
- Complete Personal Education Plans for any children in year group who are Looked After
 - To ensure the smooth induction of new entrants to the year group; in relation to year 7 this includes liaison with primary feeder schools
- To co-ordinate social, charity and extra-curricular activities for the year group, including informing students of out-of-school opportunities
- To promote and celebrate year group activities and individuals' achievement on the year noticeboard, assemblies and the newsletter
- To promote rewards strategies for students making good/improved progress
- Support activities relating to Health & Wellbeing.
- Contribute to strategies for developing student leadership and student voice within the year group and the school.
- Be a professional advocate for the school in all contexts.

Attendance and Punctuality

- Monitor attendance and punctuality of year group
- Produce weekly and half termly class and year group attendance and punctuality reports.
- Work with form tutors to display class and year group performance in each tutor room and on year team display boards
- Monitor punctuality (morning and lessons) daily and run detentions as required.
- Make daily follow-up phone calls to parents of absent students who have been identified as at-risk of failing to achieve academically, to challenge absences and encourage early return to school.
- Monitor attendance using weekly and half termly reports (above) – contact all parents by phone and/or letter where attendance is below agreed target at the end of subsequent half -terms.
- Meet with any parents where attendance is below agreed target at the end of agreed monitoring periods
- Maintain an up-to-date risk register of high-risk students in designated year group i.e. those students whose attendance or punctuality is of concern and those who are at-risk of under-achieving academically where actions taken so far have been ineffective – discuss these fortnightly with line manager and agree action plan for each. Ensure all information relating to above is recorded electronically
- Support the timely movement of learners from lesson to lesson through presence on the corridors between each lesson.

Student Behaviour

- Undertake regular duties before, after and during school time.

- Monitor the behaviour of students in designated year group and keep records of student behaviour including detentions, those on Form Tutor, Pastoral Year Manager, Head of Year or Senior Leadership Team Report
- Work with SLT to identify all students in year team who may need pastoral input because their behaviour in lessons, around school or outside of school is causing concern (potential high need students).
- Meet daily with all students on Head of Year Report.
- Ensure effective communication with the parents – make regular contact with parents to discuss student behaviour for all students on Head of Year report – meet with parents at the end of each report and agree plan for monitoring behaviour going forward.
- Undertake regular checks on uniform, equipment and school bag contents to ensure that students adhere to school policies.

Additional Duties

- To play a full part in the life of the school community, to support its values and ethos and to encourage staff and students to follow this example
- To continue personal professional development
- To engage actively in the performance review process
- To undertake any other reasonable duties as requested by the Headteacher