Job Description and Person Specification

Post title:	Head of Year
Accountable to:	
Grade:	DFT 6
Post holder name:	
Post holder signature:	

ROLE OVERVIEW:

Under the direction of senior staff, support the academic progress and monitor the behaviour of students. A key focus will be monitoring, management and improvement of behaviour with the aim of improving engagement and learning in the classroom.

KEY ACCOUNTABILITIES:

MAIN DUTIES

- To, under the direction of the Academy Leadership, assume pastoral responsibility for a full year group of students and closely monitor the behaviour of a year group of students across the curriculum.
- To assume the delegated responsibility for the welfare of students.
- Follow up all incidents involving unacceptable behaviour.
- Maintain detailed records and student files.
- Arrange and attend meetings with parents during or after school, with senior staff members as required.
- Arrange and agree and implement agreed sanctions where appropriate.
- Communicate with parents to promote understanding and agreement to agreed actions.
- Attend Support & Guidance Team meetings.
- To support and/or mentor students as appropriate.
- To line manage up to two members of staff.
- If necessary, will make home visits regarding attendance and pastoral matters.
- Make external referrals as appropriate, and coordinate appointments as needed.

PASTORAL SUPPORT

- To oversee the distribution of achievements and rewards to students in line with the policy.
- To coordinate student voice activities for the relevant year group.
- To support vulnerable students.
- To lead assemblies as directed by the Head of Campus.
- To track, monitor and improve attendance for the relevant year group.
- To attend relevant academy events in line with directed time allocation (E.g., Parents Evening, Pathways Evening, Awards Evening etc).

HOME SCHOOL COMMUNICATION AND RECORD KEEPING

- To respond to parental enquiries by telephone, letter or email as appropriate.
- To keep accurate records of all communication with parents, all sanctions issued and any other pertinent pastoral information relating to students within the year group in SIMs, Class Charts and / or CPOMS.

TUTOR GROUP SYSTEM

- To support the tutor team in the delivery of the tutor period curriculum.
- To regularly visit the tutor team during tutor time.
- To monitor the use of tutor time and report back to the Head of Campus.
- To assist with admissions by deciding on the tutor group for new students and ensuring that new students are allocated a 'buddy' to assist with their settling in.

SUPPORT TO ORGANISATIONAL MANAGEMENT

- To administer the daily reports to students and oversee the checking and monitoring of the reports.
- To share appropriate data and information with the relevant staff.

SUPPORT TO STUDENTS AND PARENTS

- To refer parents and students in crisis to the appropriate individual or external agency.
- To maintain a high profile around the academy at break times and lunchtimes.
- To conduct 'walk-abouts' around the academy to ensure that all students are in their classrooms, learning.

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.

CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

  Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

PERSON SPECIFICATIONS: HEAD OF YEAR

Education & Qualifications	Essential	Desirable
NVQ Level 3 or equivalent in Learning and Development	✔	
Experience		
A minimum of two years' experience of working in an education setting committed to the inclusion agenda.	✔	
A minimum of two years, experience of working with students demonstrating challenging behaviour or dealing with disadvantaged circumstances, and / or of helping students with underdeveloped basic skills.	✔	
Proven organisational and administrative experience.	✔	
Experience of analysing data to track student performance.	✔	
Knowledge & Skills		
Understanding of levels of progress from Key Stage 2 to Key Stage 4.	✔	
Understanding of the national performance criteria which schools are measured against.	✔	
Knowledge of student welfare issues and understanding of how these can impact educational performance.	✔	
Ability to remain calm in situations of high tension.	✔	
Ability to manage own workload and work on own initiative.	✔	
Ability to work constructively as part of a team.	✔	
Ability to relate well to children and to adults.	✔	
Good ICT and record keeping skills.	✔	
Ability to communicate effectively both orally and in writing.	✔	
Good organising, planning and prioritising skills.	✔	
Methodical with a good attention to detail.	✔	
Personal Attributes		
Builds personal relationships with stakeholders, through regular contact and consultation.	✔	
Coaches and empowers team members to take responsibility for ensuring customer care.	✔	
Understands the academy's development plan and how it relates to team and individual objectives.	✔	
Accepts, supports and quickly implements change.	✔	
Identifies and promotes best practice and encourage the sharing of ideas.	✔	
Proactively seek opportunities to increase job knowledge and understanding.	✔	
Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members.	✔	
Works with others to resolve differences of opinion and resolve conflict.	✔	
Requires minimum supervision.	✔	
Takes responsibility for own and team actions.	✔	
Identifies and overcomes barriers and manage risks.	✔	

Takes quick and effective action.	✔	
Demonstrates focused implementation of role and responsibilities.	✔	
Builds strong team ethos where everyone feels valued.	✔	
Provides timely, sensitive and honest feedback on performance.	✔	
Is accountable for own development and encourages the ownership of development needs amongst team members.	✔	
Commitment		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✔	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✔	
Committed to own continual professional development	✔	
Other		
Ability to travel to other Trust sites	✔	
Is fluent in the use of the English language	✔	