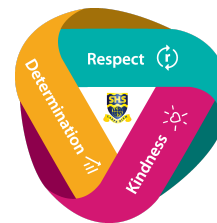


# The Stourport High School & VI<sup>th</sup> Form College

## Job Description



<b>Post:</b>	Head of Year
<b>Salary:</b>	Teachers' Main Scale + TLR 1D
<b>Post holder:</b>	
<b>Reporting to:</b>	Assistant Principal in charge of Behaviour & Attitudes

Providing an equitable educational experience for all of our students is fundamental at Stourport High School & VIth Form College. Ensuring all students can access education to meet their individual needs is, therefore, a priority.

The Head of Year role will be responsible for providing direct support in the leadership and management of a year group, working closely with the Assistant Principal in charge of Behaviour and Attitudes. This includes monitoring and reporting the pastoral profile of students, with a focus on supporting the school's core values and rules and setting high standards for behaviour, attendance and punctuality.

**The school is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.**

### KEY RESPONSIBILITIES

- To embody the values, vision and ethos of Stourport High School and VIth Form College and Severn Academies Educational Trust
- Assist the Principal in delivering policy that will ensure high quality and successful outcomes for Stourport High School and VIth Form College
- Contributing to the continued delivery and development of the Trusts aims as outlined in our 'Pledge'.
- Modelling and promoting the Trust's wellbeing principles.
- Take responsibility for your ongoing personal development and growth of expertise
- To promote the ethos of the school through leading high quality assemblies.
- To support and promote creative and innovative education for all students encouraging self-discipline, composure, concentration and individual development.
- Support existing partnerships and initiatives across the wider school community, both locally and nationally
- To ensure all tutors understand, and are actively implementing the key aspects of the school's policies including those for behaviour, attendance, uniform and safeguarding.
- To be a constant and consistent force, providing an excellent role model and supporting the school ethos.

### SPECIFIC DUTIES

- Creating a weekly ACTU plan and assemblies to give key messages and cover SMSC/RHSE topics/core values/rules etc.
- Liaise with parents in a timely and accurate manner when discussing support plans for behaviour, incidents or interventions, logging these accurately on Arbor.
- Parent meetings for behaviour, welfare, re-admissions etc...
- Regularly monitor and track disengaged students and identify trends and patterns to behaviour.
- To lead and manage a team of tutors and maintain regular formal and informal contact with tutors.
- Coordinate student voice opportunities, analyse the feedback and act upon the findings.
- Monitor achievement points and celebrate success across the year group.
- Lead on the organisation of rewards trips.
- Managing interventions and their effectiveness.
- Making plans for students who are injured or need bespoke TTs.

- Safeguarding incidents: respond to actions with those related to year group
- SEND referrals when appropriate.
- Staying in contact with parents/carers regularly via letter/email or telephone.
- Walk around year group zones regularly and lesson drop ins, when time permits.
- AM gate duty daily; brunch and lunch duty when available.
- Leading a weekly detention for each year group.
- To contribute to the development of the whole school strategic school improvement plan (SIP) by producing and implementing a pastoral improvement plan (PIP).
- Investigating behaviour/bullying incidents.
- To monitor student behaviour, attendance, punctuality and achievement using Arbor and, in consultation with key staff/attendance team, decide on appropriate sanctions, interventions and rewards.
- Identify underperforming students in relation to behaviour and attitudes through the detailed analysis of data for the year group.
- Identify the causes of students' lack of engagement by monitoring the behaviour, attendance, educational needs and personal circumstances of students.
- Liaise with SENDCo and Pastoral Lead after each data drop to create an action plan to support the most disengaged students.
- Monitoring students on report cards and liaising with tutors.
- Create, summarise and report on the progress of pupils on PSPs/behaviour agreement.
- Uniform & equipment - on-going monitoring.
- Year 7 specific: work with transition lead, to ensure a smooth transition for students into Year 7.
- Year 8 specific: supporting students and tutors with the 'pre-option' process.
- Year 9 specific: pre-options process. Chasing late entries and swapping timetables where subjects don't suit the student.
- Year 10 specific: working with KS4 RSL to identify transition into option choices.
- Year 11 specific: work with KS4 RSL to develop personalised flexible timetables for exam leave.
- Filling out information requests for SEND, LAC, PEPs, Annual Reviews, Managed Moves and Alternative Providers.
- Be present at parents' evenings to report parental engagement and be responsible for recording any parent queries.
- Coordination and liaison with key staff to ensure parents evenings are set up/organised
- Weekly attendance meeting with AWO.
- Regular meeting and pastoral briefings with Assistant Principal i/c Behaviour and Attitudes.
- Key stage 3/4/5 achievement/celebration evenings
- Arrange and lead regular tutor briefings.
- To oversee 'in year' admissions for new students. This will include liaising with the member of staff responsible for admissions, meeting potential students and parents and in conjunction with key staff organising timetables and setting.
- Allocation for role will be 4 periods per week
- Undertake other reasonable duties as required by the Curriculum Area Leader or Pastoral Leaders, as appropriate.

## **Safeguarding**

The safety and well-being of our children is central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of our Trust.

## **Equalities**

We have a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

## GDPR

Our GDPR privacy notices can be viewed on our website: <https://www.saet.co.uk/gdpr-3/>

The above responsibilities are subject to the general duties and responsibilities contained in the most recent statement of conditions of employment. These duties are given as a guideline only and are not exhaustive. Other tasks and activities commensurate with the scale of the post may be required under the direction of the Line Manager or Principal.

1. The Trust reserves the right to alter the content of this Job Description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
2. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equality Policy.

Signed (issued by) ..... Date .....

Signed (received by) ..... Date .....