

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Head of Year	<b>Location</b>	Thistley Hough Academy
<b>Salary</b>	Grade 8, points 22 to 25 £32,654 to £35,235 pro rata (£28,803.70 - £30,303.36 term-time equivalent)	<b>Hours</b>	37 hours, term-time only
<b>Department</b>	Support Staff	<b>Reports To</b>	Assistant Principal

## JOB PURPOSE:

To establish positive relationships with students, parents, staff and external agencies in line with the school's vision and values.

To lead the year group and tutors to excellence through high quality pastoral support, ensuring high attendance, identifying behavioural issues and finding strategies to intervene, monitoring progress.

## KEY RESPONSIBILITIES AND DUTIES:

### Student Leadership and Management

- To support students in their learning, and encourage positive attitudes and behaviour in and around school through the promotion of Thistley Hough Academy.
- To direct and advise teachers and departments in relation to behaviour, progress and effort of individual and groups of students.
- To have the overview of punctuality and attendance, liaising with Form tutors, the Education Welfare Officer and outside agencies as appropriate.
- To work with the Form Tutors to implement measures necessary to improve group attendance including holding attendance meetings and rewarding good attendance through assemblies and other measures.
- Monitor students' welfare including the creation/maintenance of Behaviour Logs, Pastoral Support Plans, Permanent exclusion packs and referrals to internal and external agencies.
- Attend weekly inclusion meetings to discuss students.
- Make a significant contribution to the life of the school community, by providing for the distinctive development of the year group and making appropriate adjustment to their changing social, moral, spiritual and cultural needs.
- To attend and chair meetings regarding the welfare of student in the year group e.g. Child Protection Child in Need reviews.
- Take a lead in managing the behaviour of the year group, leading detentions and establishing and implementing other sanctions as appropriate.
- To know the vulnerable students within the year group and act as a champion for them, supporting in 1:1s or small groups as necessary.
- To encourage and develop positive parental relationships between Head of Year, Form Tutors, staff and relevant agencies.
- Be on call and available to student (and parents) in the year group throughout the day.
- Act as lead practitioner in matters of students' welfare.
- Uphold standards within the school regarding uniform and equipment.

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- Facilitate the transfer or placement of student to and from other schools (managed moves/proactive placements).
- To work with outside agencies and make appropriate referrals.
- To provide ongoing information/reports for outside agencies on students.
- To prepare reports on students, including PSPs, EHAs and Access Plans.
- To coordinate charity and community work of the Year group.
- To organise and be present at the Parents' Consultation and Information evenings.
- To be available for students during lunch and break duty each day.
- To patrol the school buildings and groups on a regular basis to ensure all students are fully engaged in lessons.
- To organise and manage the transition arrangements between all key stages as appropriate.
- To work with the link Vice Principal and Safeguarding Team in writing and reviewing the Risk register for the year group.
- To undertake learning walks, intervention support and drop ins as required.

## Personnel

- To create a year ethos with the Form Tutors, supporting the pastoral work of the tutors.
- To lead weekly Form Team briefing.
- To develop and deliver creative assemblies to the Year Group supporting ethos and current affairs.
- To liaise with the Heads of Department on issues relating to the Year Group.
- To be a point of contact for parents after Form Tutors in relation to student behaviour and barriers to learning.
- To be an exemplary leader in dealings with staffs, students, parents and all stakeholders and outside agencies.
- To ensure that members of the Leadership Group are kept updated on matters pertaining to the year group.
- To set agenda and chair scheduled Year group meetings.
- To lead any initiatives to engage students in demonstrating Thistley Hough Academy spirit.

## Curriculum

- Work closely with Heads of Department and Curriculum Leaders to identify barriers to achievement; guide and direct staff in the implementation of intervention and support strategies to overcome those barriers.
- To work with the raising Standards leads to review student attainment and improve progress.
- Lead and/or assist in initiatives to improve achievement and progress of students identified as underachieving and/or failing to meet target.
- Take a lead in creation and review of specific intervention focus groups in relation to achievement and behaviour.
- Review and implement personalised curricula for vulnerable students in conjunction with the SLT link. Provide necessary information to tutors and teachers regarding the implications of any personalised curricula.

## General



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- To have due regard for the School's Health and Safety and safeguarding policies.
- To take part in the annual professional development review for support staff, being aware that job descriptions are subject to regular review.
- To undertake training as and when appropriate, including Child Protection training.
- To work positively and inclusively with colleagues and customers.
- To undertake any other duties which may be assigned to the post from time to time as directed by the Principal/Vice Principal.

JOB REQUIREMENTS:		
	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Good standard of general education.</li><li>• Willingness to embrace personal development.</li></ul>	<ul style="list-style-type: none"><li>• Further/Higher education or professional qualification.</li><li>• Maths and English GCSE to grade C or above or equivalent.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Relevant experience of working with external agencies such as CAMHs, Social Care.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in an education environment, specifically in a pastoral role.</li><li>• Experience of working with parents.</li><li>• CP training.</li></ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"><li>• Ability and drive to relate to and promote the ethos of the school.</li><li>• Ability to engage vulnerable students and their parents.</li><li>• Ability or potential to use and interpret data.</li><li>• Knowledge of Safeguarding issues.</li><li>• Computer literate.</li><li>• Ability to find solutions to complex problems.</li><li>• Excellent written and oral communication skills.</li><li>• Excellent listening skills.</li><li>• Willingness to undertake training as required.</li><li>• Ability to present information to a variety of audiences.</li></ul>	<ul style="list-style-type: none"><li>• Experience and understanding of when it is appropriate to refer to external agencies.</li><li>• Understanding of issues which affect young people.</li></ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"><li>• Excellent organisational and time management skills.</li><li>• Ability to handle problems positively and calmly.</li><li>• Flexible approach to work.</li></ul>	



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	<ul style="list-style-type: none"><li>• Team player as well as able to use own initiative.</li><li>• Excellent standards of attendance, punctuality and dress.</li></ul>	
<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice	
<b>OTHER REQUIREMENTS</b>	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**