

**Brighton Hill Community School**  
**Job Description**  
**Head of Year (HoY)**

**Responsibilities in relation to organisation**

- Student files are kept up to date
- Record of disciplinary action is recorded accurately on SIMS
- Record of correspondence and discussion/interviews with students/parents are kept on student files and communicated to Tutors, Heads of Faculty and SLT Line Manager as necessary
- Inform Heads of Faculty/SLT of changes to student information
- Inform staff responsible for data entry of changes in students' addresses and surnames and other information so SIMS is kept up to date
- Preparation of the record of student behaviour and support received for Governors' Disciplinary Committee meetings
- Preparation of reports and referrals for juvenile court, social workers and other outside agencies as required
- Support the school's wider work in developing teaching and learning, and personal development, behaviours and attitudes

**Responsibilities in relation to students**

- Liaise with relevant staff in relation to the induction of new students
- Liaise with Well-Being Centre staff, including the Attendance Officer and others where appropriate, in relation to student attendance and behaviour; to include the organisation, review and monitoring of education planning and support meetings
- Oversight of attendance records held on SIMS to ensure that maximum attendance is achieved within your assigned Year
- Liaise with tutors to ensure smooth progression of students throughout the school
- Liaise with Student Support Service colleagues in and out of school via the Well-Being Centre in relation to students and their wider outcomes
- To work with tutors in tracking student progress against targets and suggesting intervention
- To have oversight of the progress of students within your assigned Year Group and to work with the appropriate SLT member in analysing information in order to work with appropriate groups within the Year
- Monitor, analyse and report on progress of the year group, via the Online Progress Tool (OPT) and SISRA. After each TA sweep provide a comprehensive written summary of progress, attainment, behaviour and attendance
- Liaise with HoFs to implement relevant intervention strategies to support improved progress
- Where appropriate, to support and manage student behaviour and to ensure that all students in your assigned Year are fully compliant with all aspects of the school's uniform requirements
- The oversight, organisation and delivery of assemblies to include a range of topics, including safeguarding and values based topics
- Encourage students to participate in enrichment activities, including extra-curricular clubs, house events in school
- Support the TiC of LAC with the writing and implementation of Personal Education Plans (PEPs) where appropriate for students
- Writing SSPs and PSPs for students with attendance/punctuality and/or behaviour concerns, delegating SSPs to tutors as necessary.

- In liaison with the Well-Being Centre, contribute to the implementation of interventions for students who are at risk of underachieving or who have poor attendance, possibly as a result of poor mental health or other barriers
- To oversee full compliance with the families' completion of the Home School Agreement and to report any issues to the appropriate SLT line manager
- Arrange and conduct tours, induction meetings and induction days for new students joining the school.
- Support the social development of students by responding promptly to negative peer interactions, including incidents of bullying and/or discrimination.
- Support effective safeguarding within the year group by: ensuring safe practices are embedded in all tutor sessions, ensuring staff are supported within the safeguarding duties, providing appropriate safeguarding-based advice for staff where required.

### **Responsibilities in relation to parents**

- To keep parents informed of all issues in relation to attendance and management of student behaviour; requesting from staff SIS forms, compiling and distributing as required
- To respond promptly to parents' enquiries and concerns and to keep parents informed of all issues in relation to the progress of students against targets and changes to sets/courses (in liaison with the relevant Head of Faculty/subject) and tutor groups etc.
- Home visits/interviews when necessary/appropriate bearing in mind Health and Safety issues, in consultation with the Well-Being Centre, Attendance Officer and Pastoral Support Officer, endeavouring to maintain the standards required as set out in the Home-School agreement
- Presentations and interviews at parents' evenings and other events (including a parents' information evening) in relation to the allocated Year Group
- Support the organisation and delivery of parent focus groups
- Ensure parents are fully informed of behaviour concerns, including incidents of bullying and/or discrimination. This includes communication with parents of both victim and perpetrator.

### **Responsibilities in relation to staff**

- Monitor the work of tutors and provide guidance and support, promoting professional development
- To monitor the quality of tutoring, including the delivery of the Tutor programme and to carry out tutor observations where appropriate
- Support tutors in relation to managing student behaviour
- Support tutors in relation to mentoring of students
- Support tutors in relation to supporting improved academic progress of students
- Support staff covering for absent colleagues during registration/tutor periods
- To chair Tutor meetings (normally one each half term), ensuring that any Year specific information is included following consultation with Heads of Year where appropriate, and to disseminate Tutor Meeting notes to your own Tutor Team, the relevant SLT Line Manager and the Headteacher
- To inform tutors of interviews with parents and to support tutors when they are interviewing parents
- Inform tutors, where necessary, of medical history and associated problems
- Inform tutors of disciplinary action taken with students in their tutor group
- Support the tutors in monitoring the use of the student planner and the homework section of the VLE
- Liaise with Heads of Faculty/Subject Teachers where appropriate in relation to issues students are encountering within curriculum time

- Ensure Tutors are aware of students' individual targets and their progress towards achievement of these targets through the development of academic tutoring
- Ensure that there are detailed programmes, including teaching programmes where required, for tutors to follow

### **Responsibilities in relation to communication within the Year and school**

- Communicate all information in relation to the behaviour of students outside of curriculum time to tutors
- Inform tutors of all communications with parents and outside agencies in relation to students in their tutor group; using SIMS Communication Log
- Advise the Headteacher and others in the Leadership Team of concerns in relation to progress, behaviour and attendance
- Liaise with Heads of Faculty and all subject leaders and teachers in relation to progress of students for whom you are responsible
- Liaise fully by holding regular meetings with the Well-Being Centre and its staff to ensure complete understanding and knowledge of individual needs, in order to target and centralise support; monitoring student well-being and any possible effect on their learning and progress
- Communicate, through a report to SLT/Governors following each TA data sweep with details including support, interventions, progress, attendance and behaviour in relation to your Year Group

### **Responsibilities in relation to communicating with outside agencies**

- Liaison with the Hub in relation to all outside agency involvement. To include a copy of any referral form completed, to therefore be held centrally by the Hub
- In consultation with the SLT Line Manager or Student Support Manager, completion of all relevant referral forms
- On completion of external referral forms, liaise with the Hub to ensure appropriate attendance at case conferences, court hearings, CP/CiN conferences and reviews, communication with (point of contact for) Children's Services and the schools SENCO

### **As a member of the Middle Leadership Team**

- You should understand the way the school operates and the part you and other Leaders, including members of the Senior Leadership Team, play in it
- You must learn about the role of the Headteacher, Deputy Head, Assistant Heads, other Middle Leaders and support staff and the part that they play in the communication processes within the school
- You should be aware of the short and long term targets of the whole school
- You should become familiar with appropriate individuals and organisations within the local community
- You should develop your area of responsibility within the policies and philosophy of the whole school, whilst contributing to the SIP, through planning and organisation of a year group specific SSIP
- Assume other duties commensurate with your level of seniority in the organisation at the direction of the Headteacher and Senior Leadership Team

### **Responsibilities in relation to transition (Head of Year 7 & 8 specific)**

- Support the Head of Transition and Marketing in transition processes that support smooth transition for students between Yr6 and 7, and students between Yr8 and 9.
- Liaise with the SENCO and other relevant staff including support staff regarding Year 7 curriculum and student support needs with regard to the least and most able
- Support the organisation and management of the Year 5 Day and Year 6 Transition Days and other transition events