

Head of Year (Sixth Form)

Job description

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

Responsible to: Assistant Headteacher - Head of Sixth Form

Grade: I SCP 28-31 £37,938 - £40,476 per annum

Hours of Work: 37 hrs per week. Flexible working

- You must be at work between the hours of 8:30am and 4:30pm (4pm on Fridays) and you may be required to work any time between 8:00am and 5:00pm (special events and training are in addition to this requirement).
- Any additional hours worked are banked and will normally be taken as part or whole days during school holidays.
- You will be expected to work all term time days, training days and four days in the summer holidays during examination results periods:
 - Day prior to L3 results
 - L3 results day
 - GCSE results day (and Sixth Form enrolment day)
 - 1 additional day between GCSE results day and the start of term (for supporting with destinations / examination queries / enrolment)
- Some training may be required to take place outside of term time (e.g. safeguarding / first aid)
- Electronic monitoring systems are used to record working hours.
- Working before 7:30am or after 5:30pm would require prior approval from a line manager (training, meetings and special events are excepted).
- Banked hours must be used before the start of each term and there will be no payment in lieu of hours not used.

Core Purpose

The Head of Year will:

- promote, monitor and support the highest standards of academic progress, pupil behaviour, attendance, conduct, attitudes, personal and social development across a whole year group.
- value every student irrespective of ability, behaviour and performance and be able to evidence that value in every interaction.
- identify and remove any barriers to learning.
- establish and maintain effective and positive communication with parents and to pursue the belief that maximum benefit is gained by working in cooperation.
- work cooperatively with all external agencies involved in the support of any particular child and prepare reports of various kinds upon request.

- lead a team of Form Tutors by supporting their role in pupil development and develop them in the pastoral mentoring of students.
- pursue in all interactions with staff, students, parents and other agencies, the ethos of Whickham School
- play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils follow this example.
- promote and exemplify the schools safeguarding policy.

Student Attendance & Punctuality

- To undertake daily attendance and punctuality monitoring; including daily contact with home
- Monitor patterns of attendance and punctuality; holding students accountable for their attendance and punctuality to school and lessons.

Pastoral Responsibilities

- To be a practitioner of Restorative Approaches.
- To work with key staff to promote a whole school approach to support pupils in overcoming barriers to learning and improving participation in learning and school life.
- To implement, monitor and report on progress, behaviour and attendance interventions.
- To support the re-integration of pupils excluded from school or following an alternative timetable.
- To support form tutors so that they develop an effective role in mentoring and supporting pupils in their groups through Restorative Approaches.
- To coordinate and cooperate with various multi-agency panels.
- To implement and monitor the school's policies and procedures with regard to pupil support, establishing processes to ensure accurate record keeping and information is given to members of the school leadership team, including the Headteacher and to Governors.
- As a member of the Middle Leadership Team contribute to the development of policies relating to pastoral issues and advise other colleagues accordingly.
- To work as part of the pastoral team to develop and foster a real sense and ethos of team work and Restorative Approaches within school.

Strategic Leadership

- To be accountable for the strategic delivery of a key element of the Sixth Form offer/programme.

Operational Leadership

- To present appropriate and stimulating assemblies when calendared.
- To contribute to and encourage participation in assemblies and enrichment opportunities.
- To actively participate in site duties
- To be a presence in and around the school and tutor group rooms at key times in the day and develop support groups.
- To contribute to the management and supervision of detentions and on-call duties of pupils.

- To work with appropriate staff to ensure effective systems for monitoring and addressing behaviour in order to contribute to meeting school targets.
- To contribute to the development of strategies, activities and alternatives to overcoming barriers to learning.
- Identify and assess the needs of those pupils requiring extra support. Develop individual action plans for targeted pupils and work with allocated groups as required. Liaise with the Assistant Headteacher and Achievement Coordinator to implement these plans.
- To develop and monitor Pastoral Support Plans for individual pupils in conjunction with the relevant staff, outside agencies and with parents.
- To cooperate with appropriate staff in preparing appropriate information as needed for any meetings regarding pupils, attendance and behaviour panels, exclusion or other meetings as necessary e.g. producing and collating reports, statements, records etc.
- To link with parents and external agencies who work in support of our pupils to ensure coordinated provision and exchange of information.
- To coordinate and cooperate with appropriate staff to ensure that behaviour support is obtained from a range of outside agencies e.g. LA Behaviour Support Teams, Educational Psychologists, Platform, CYPS, Police and voluntary agencies so that the school makes best use of specialist advice and assistance in the support of its most vulnerable young people.
- Undertake home visits with other pastoral staff and agencies to keep parents/carers informed and to secure positive family support.
- In collaboration with appropriate staff develop and implement support within school across all year groups. Identifying specific areas to be covered within school e.g. self harm, self esteem, anger management and food issues.
- To carry out investigations with students following incidents within/outside school and then to make suggestions as to the follow up action, in line with the schools Behaviour Policy.
- To provide information and advice to enable pupils to make choices about their own learning and behaviour.
- To contribute to the supervision of independent and/or supervised study within the Sixth Form, holding students to account for their work during this time.
- To carry out Restorative Chats / Conferences where necessary.
- To contribute with appropriate staff to organise and run the rewards policy.
- Lead and organise year group and parent evening events.
- To attend all relevant meetings as directed.
- Attend appropriate INSET and Twilight training sessions as directed as well as any evening events such as Parents Evenings, Open Evenings, Exam results days etc.

Other duties

- To actively participate in site duties.
- To be a first aider.
- To undertake some supervision of pupils, where staff are absent, as required.
- To assist with exams as and when required.

The postholder is also expected to carry out any reasonable request made by the Headteacher or line manager. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

To undertake any other reasonable duties, as determined by the Headteacher commensurate with remuneration.

ORGANISATIONAL COMPETENCIES

- 1.** Co-operates and works well with others in pursuit of team goals by sharing information, acknowledging contributions and supporting others. Is willing to undertake some of the duties of other members of Staff during short term absence, providing that the priorities of this job description can still be achieved.
- 2.** Demonstrates a high level of personal integrity by taking responsibility for own actions, and is willing to respond constructively to mistakes or errors of judgement
- 3.** Maintains personal and professional credibility by being consistent, fair and respecting the need for confidentiality.
- 4.** Undertakes any tasks/duties as appropriate to ensure the smooth and efficient running of the school, as identified by the Senior Leadership Team.
- 5.** Carries out duties with full regard to all school policies.
- 6.** Requires and ensures that all information received and disseminated, whether verbal or written is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner.