

INVICTUS

Education Trust

JOB DESCRIPTION

JOB TITLE:	Non-Teaching Head of Year
DEPARTMENT:	Crestwood School
SALARY RANGE:	Grade 7
REPORTING TO:	Deputy Headteacher - Pastoral
LIAISING WITH:	Headteacher, Senior Leadership Team, Governors, teaching and support staff, outside agencies, and the Trust's central team

Main purpose:	<p>To contribute to the development of a strong, pastoral team with an emphasis on promoting a culture of high expectations, excellent education, unique opportunities and elite experiences.</p> <p>Leading on the provision of a complementary service alongside teachers and other colleagues within the school to address the needs of pupils who need support to overcome barriers of learning to raise their aspirations and achieve their full potential.</p> <p>As a non-teaching head of year, to be an integral part of the pastoral team in the strategic and operational management, development of the pastoral team at Crestwood, and ensure the achievement of our vision, ethos, aims and objectives within the context of Invictus Trust's strategic and development plans.</p> <p>To be involved in a range of responsibilities within the pastoral team and to develop, maintain and operate appropriate systems for quality assurance in all aspects of the head of year position.</p> <p>To provide a range of information, advice and guidance to support and enable pupils, tailored to their specific needs, to make choices about their own learning and behaviour.</p> <p>Work with year team to ensure effective use of rewards and sanctions.</p> <p>Monitor the behaviour of pupils in designated team and keep detailed electronic records of pupil behaviour including detentions, using agreed whole school system.</p> <p>Be a leading professional in the school</p> <p>Work with SLT, SENCO and pastoral team to identify all pupils in year team who may need pastoral input because their behaviour in lessons, around school or outside of</p>
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	<p>school is causing concern (potential high need pupils).</p> <p>Ensure effective communication with the parents – make regular contact and meet with parents to discuss pupil behaviour.</p> <p>Produce detailed action plans for each high-risk behaviour pupil and those at risk of being high risk in their year group and monitor the effectiveness.</p> <p>To ensure and deliver effective pastoral support so that individual pupils and groups of pupils are supported to actively participate in learning and reach their full potential.</p> <p>To support the raising of standards in the school by leading and delivering pastoral support to a year group of pupils; and within that year group by providing support to individual pupils and their families.</p> <p>To be responsible for managing and addressing the needs of pupils who need help to overcome barriers to learning in order to achieve their full potential, both in and out of school.</p> <p>To be responsible for supporting the improvement of pupil punctuality, attendance and behaviour and assist the school’s pastoral programme in reducing disruption and raising pupil achievement and progress.</p> <p>To support at break and lunchtimes and the transitions between lessons.</p>
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MAIN DUTIES:

<p>General Duties</p>	<p>Supporting Learning and Teaching</p> <p>Ensure support packages have a clear focus on learning, progress and the development of skills and competencies.</p> <p>Contribute to coaching, mentoring and sharing good practice, within the year group, throughout the school and with partner schools.</p> <p>Contribute to individual pupil records ensuring they have up-to-date details of the curriculum support, input and alternative intervention / support that has been provided.</p> <p>Support the school’s drive for excellent academic results by ensuring pupils needing intervention receive support, encouragement and guidance as appropriate and necessary to raise individual pupil achievement and aspirations.</p> <p>Demonstrate and articulate high expectations and set stretching targets for the whole school community.</p> <p>Empower a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.</p> <p>Ensure that professional development contributes to school priorities and enhances learning</p> <p>Develop the shared vision for the school</p> <p>Involved in the development and maintenance of a high-quality positive learning environment to raise standards</p> <p>To support staff in making sure high-quality intervention programmes are in place when</p>
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	<p>underachievement is identified.</p> <p>Manage, plan and oversee suitable support packages for pupils in their reintegration to school following a period of exclusion/absence.</p> <p>Keep in contact with parents of pupils in the year group, and in particular, with those needing more careful monitoring relating to attendance and punctuality, behaviour, bullying or medical needs - ensuring positive family support and involvement.</p> <p>Take steps to prevent bullying and support victims of bullying – keep records of all bullying incidents and actions taken.</p> <p>Safeguarding and child protection responsibilities, including first point of call for students and staff.</p> <p>Be a visible presence around the school on a day-to-day basis</p> <p>Be responsible for liaison external agencies</p> <p>Ensure that relevant school policies are understood and implemented</p> <p>Monitor student progress & engagement in extracurricular activities</p> <p>Monitor and support vulnerable students</p> <p>Compile and write professional reports on students as requested by the Headteacher</p> <p>Enhance parental engagement and maintain.</p> <p>Lead assemblies</p> <p>Be accountable for the pastoral and take an active role in the academic performance of pupils across the year groups.</p> <p>Provide data and contribute to target setting within the year group in line with whole school</p>
<p>Staffing and Resources</p>	<p>Positively engage in appraisal reviews</p> <p>Promote teamwork and effective working practices</p> <p>Contribute to stakeholder engagement and communication with parents, carers and families across the year groups.</p> <p>Work effectively in partnership with external agencies including the school nursing services and other health services – organise drop-ins, vaccinations, presentations to year groups and whole school as needed.</p> <p>Secure learning opportunities within the year group to promote community cohesion.</p> <p>Arrange and promote activities within the year group e.g. identify links to year charities and coordinate fund-raising activities.</p> <p>Contribute to strategies for developing pupil leadership and pupil voice within the year group and the school.</p> <p>Be a professional advocate for the school in all contexts</p>
<p>Other professional</p>	<p>Establish and maintain regular communication in the Trust</p>

requirements:	<p>Communicate with parents/carers and outside agencies where appropriate</p> <p>Attend professional meetings as required</p> <p>Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the Trust and specifically in relation to Teaching and Learning</p> <p>Attend Governance meetings as and when required</p> <p>Actively engage in the Trust's appraisal process</p> <p>Take part in the Trust's staff development programme</p> <p>Work as a part of a team and positively contribute to effective working relationships</p> <p>Take part in Trust events as directed by the CEO</p> <p>Contribute to stakeholder engagement and communication with parents, carers and families across the year groups.</p> <p>Work effectively in partnership with external agencies including the school nursing services and other health services – organise drop-ins, vaccinations, presentations to year groups and whole school as needed.</p> <p>Secure learning opportunities within the year group to promote community cohesion.</p> <p>Arrange and promote activities within the year group e.g. identify links to year charities and coordinate fund-raising activities.</p> <p>Contribute to strategies for developing pupil leadership and pupil voice within the year group and the school.</p> <p>Be a professional advocate for the school in all contexts</p> <p>Provide relevant information relating to student performance</p> <p>Ensure the behaviour management system is implemented and effective learning can take place</p> <p>Evaluate the impact of all improvement activities and to report on the outcomes</p>
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Other Specific Duties

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary

Support for the Trust

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

Safeguarding Requirements

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: [Keeping Children Safe in Education, 2023](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website. <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

Person Specification

Criteria	Essential	Desirable
Qualifications	5 A*-Cs at GCSE including English and Maths	Evidence of Continuous Professional Development
Experience	<p>Experience of working with children and young people to support them in overcoming barriers to their personal, social or learning development.</p> <p>Experience of making assessments of children and young people to identify their individual needs</p> <p>Experience of undertaking clerical and administrative tasks</p> <p>Experience of working with children and young people in an educational setting</p>	
Skills and knowledge	<p>Ability to maintain positive relationships with pupils and other adults</p> <p>Effective communication and interpersonal skills</p> <p>Ability to speak in front of large groups of pupils and small groups of staff.</p> <p>Organisational skills to manage time effectively, meet potentially conflicting deadlines and work without close supervision</p> <p>Communication skills to influence, persuade, motivate and engage with a wide range of children, young people and their families.</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to work effectively and sensitively with a range of groups and individuals.</p> <p>Ability to build effective working relationships</p> <p>Ability to prioritise, work quickly and accurately, particularly under pressure and to meet deadlines.</p> <p>Ability to work unsupervised, use own initiative and make appropriate decisions.</p> <p>Ability to address sensitive matters with a caring approach and appropriate confidentiality.</p> <p>Strong verbal and written communication skills</p>	

	<p>Ability to use ICT confidently to communicate, review data and present information to others.</p> <p>Listening skills to support children, young people and their families through understanding their point of view in a non-judgemental approach.</p> <p>Creative skills to develop a range of different options and alternatives that will support children and young people to engage in the learning process.</p> <p>Knowledge and understanding of the range of potential barriers to learning and attending school faced by children and young people</p> <p>Knowledge of how these barriers can be overcome or mitigated to reduce their impact on children and young people</p> <p>Knowledge and understanding of data protection and confidentiality issues</p> <p>Detailed knowledge of relevant legislation and government initiatives and how that relates to the curriculum within the school</p>	
Personal qualities	<p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and the Trust</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p>	
Flexibility	<p>To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust</p>	

This job description/person specification may be amended at any time in consultation with the postholder.

Job Title:	Non-Teaching Head of Year		
Chief Executive Officer's signature:		Date:	
Postholder's signature:		Date:	