



Job Description

Job Title: Pastoral Head of Year

Reporting to: Pastoral Lead of Upper or Lower School

Grade/Scale: L1 - L5

Overall Purpose of the Post

Provide high quality year group pastoral care to meet the academy's high expectations and standards for our young people so that they can be successful in their education and future lives. This role plays a strategic role in leading initiatives to improve the attainment, attendance, behaviour and sense of community and belonging of students across the year group that you lead.

Main Duties and Responsibilities

Professional Standards

- Carry out the professional duties of a teacher as circumstances may require and in accordance with academy policies and Teacher Professional Standards, under the direction of the principal.
- Exemplify effective practice in teaching and learning
- Be responsible for the supervision and progress of students in allocated classes.
- Engage in instructional coaching to support other staff in their professional practice i.e., classroom routines, behaviour management etc.

Pastoral Standards

- Working with Pastoral Lead (Upper or Lower school), be responsible for the progress and discipline of a year group to support the Academy to achieve the objectives relating to behaviour and attendance in the Strategic Improvement Plan.
- Analyse and interpret a range of data pertinent to the year group to monitor attainment, progress, behaviour, rewards, attendance, punctuality and identify underperformance and intervene appropriately.
- Use IT systems to log and monitor behaviour and attendance (SIMS, O Cloud) and identify patterns and trends in behaviour to implement relevant interventions, sanctions, and rewards in line with the Trust Positive Discipline for Learning and Life policy.

- Work effectively with staff on improving attendance and punctuality and regularly analyse attendance across the year group and ensure this is a constant focus including holding attendance panels, rewarding good attendance through assemblies and other measures using the Rewards Policy.
- Monitor the use of rewards and sanctions for the cohort, liaising with Pastoral Leads where issues arise.
- Ensure standards are maintained on uniform, equipment, attitude to learning.
- Monitor homework and use of school planners etc.
- Have oversight of the role of the tutors for the year group and to ensure consistency of approach and provision.
- Maintain effective agreed academy routines and ensure high expectations and compliance from all staff linked to the year group.

Pastoral Community

- Ensure students develop a sense of pride to be part of the academy and that they learn how to value their role as part of a strong community.
- Ensure students adhere to community expectations and values related to being safe, respectful, and responsible.
- Lead year group assemblies, competitions, charity work and support and lead year group social times and transition etc.
- Develop student involvement in collective responsibility/behaviour and the development of positive character traits of tolerance, resilience, kindness, responsibility, safety, and respect.

Pastoral Communication

- Be a positive interface with the school for parents communicating regularly with parents informing them of parents' evenings, focuses, special events, behaviour concerns etc.
- Communicate with other stakeholders and external agencies as needed (eg CAMHS, Social Care, Local Authority).
- Hold high expectations for how students communicate respectfully with each other and with adults.
- Work with and direct Learning Managers for your key stage.

Pastoral Support

- Have a knowledge and understanding of all of the different pupil groups within the year group (SEN, LAC, disadvantaged, attainment cohorts, underachievers, persistent absentees etc) in order to be able to monitor progress and plan appropriate interventions.
- Support Pastoral Leads in coordinating intervention and enhancement strategies for targeted groups of students.
- Work with Pastoral Lead and Deep Support s to develop and coordinate targeted programmes of support for students at risk of permanent exclusion in the year group.
- Coordinate with Deep Support service and agencies to provide seamless support for students.

- Attend meetings regarding the welfare of students where necessary.
- Work with Pastoral Leads regarding arrangements for Alternative Provision and reintegration etc.

Pastoral Leadership

- Support the work of the SLT leads for Deep Learning and Deep Support and Deep Experience within your year group and the pastoral team.
- Contribute to the development of the leadership and management of the Academy via the Inclusion Team and middle leader meetings.
- Lead, manage, motivate & monitor year team tutors and pastoral support learning managers etc.
- Be a strong visible presence and authority within the academy and your year group, modelling high expectations, monitoring behaviour at changeover times, break, lunch and within lessons.
- Liaise with the inclusion team to secure effective behaviour management taking a lead and be responsible for managing the behaviour of the year group, overseeing detentions, supervising duty rotas, and establishing and implementing other sanctions as appropriate.
- Lead and chair tutor team meetings, setting the agenda and ensuring minutes are recorded.
- Direct and guide teachers and departments in relation to the behaviour and learning of individuals and groups of students.
- Promote fortnightly focuses to implement new systems or to ensure established systems are maintained and consistent.
- Understand current developments in inclusion and act as a lead practitioner in matters of students' welfare and behaviour for your year group..
- Lead a full lunch duty each day for your year group and contribute to the leadership of break duty teams as appropriate.
- Patrol the school buildings and site on a regular basis to ensure all students are fully engaged in their lessons.
- Working with Deep Experience and Deep Support takes responsibility for your year group rewards, trips, events, projects to ensure they have a rewarding and enjoyable education.

Other:

Comply with the academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns.

Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Comply with academy policies and procedures at all times.

We expect you to:

- Be flexible and innovative.
- Put 'Students first' in everything you do.

We will provide you with:

- Opportunity to experience a comprehensive range of leadership and management situations including working closely with the Pastoral Leads and senior leadership team.
- Support, mentorship and coaching in roles/duties you are asked to perform.
- Constructive and regular feedback on your performance.
- A range of experiences to develop/enhance your management and leadership competencies.
- Benefits and career opportunities working in a successful multi academy Trust.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Staff, Students, Board and Academy Council members, parents and any other visitors to the Trust.