



The Market Weighton School



JOB DESCRIPTION – HEAD OF YEAR Support Staff Additional Responsibility Post

Job title: Head of Year (8 to 11) (As part of a wider whole school support role)

SCP 6a Full time including additional role/responsibility 37 hours per week, Term time + 5 training days = 195 days

Reporting to: Assistant Headteacher – Behaviour, Welfare, Inclusion and Achievement

Purpose of the job: to lead in the pastoral support for students in a particular year group in addition to fulfilling an existing or agreed responsibility or teaching / HLTA role.

Principal accountabilities:

- 1) To lead and ensure the delivery of appropriate pastoral support for ALL students in a designated year group including those with SEND; leading and managing a team of tutors.
 - a) To lead a team of tutors in managing a group of students to include a programme of activities including assemblies and reading as part of the Accelerate Reader programme.
 - b) Ensuring Tutors maximise the use of data from the Accelerate Reader system and track student progress in reading.
 - c) Monitoring the quality of Tutorial time, ensuring Tutors fulfil their roles in maintaining high expectations of uniform, ensuring students are fully equipped and have good attendance.
 - d) To liaise with the Key Workers of SEND students. To be aware of their needs in order to provide support when required.
- 2) To be responsible for, along with colleagues in the pastoral team, the welfare of students within school, following up incidents and, where appropriate, taking proactive steps and ensuring appropriate records are kept (CPOMs) of all significant incidents such as bullying, racist incidents and CP concerns.
- 3) To liaise with multi-agencies in order to help secure the highest standards of welfare for students.
- 4) To undertake duties, throughout the day and lunchtime, to support the implementation of the school's consequences system and maintain good behaviour.
- 5) To supervise the isolation room as part of an agreed rota and cover for absent colleagues.
- 6) To take part in the whole school on-call rota and cover for absent colleagues.
- 7) To maintain high standards of uniform in line with the uniform policy, including as students enter the school each morning.
- 8) To complete CAF and YFS referrals and other referrals to other agencies or for alternative curriculum placements.
- 9) Maintain appropriate records of all pastoral issues in line with school policy.
- 10) To promote good attendance, monitor student attendance and make referrals to the EWO as required. Take a lead on attendance meetings when attendance falls below 92%.

- 11) To monitor and support students' academic and social development using the data available.
- 12) Engage effectively with parents and other members of the community to develop constructive relationships that support the school in realising its objectives.
- 13) To promote the highest standards of student behaviour and attitudes towards learning, including the monitoring and enforcement of consequences issued by staff in accordance with the behaviour policy.
- 14) Daily monitoring of behaviour interventions ensuring any non-attendance is actioned and consequences are completed in line with the school behaviour policy.
- 15) To work with colleagues across the school in order to identify and remove barriers to learning in order to help students secure good levels of progress.
- 16) Lead year group assemblies to create a positive ethos in the year group, promoting competition between tutor groups to attend and behave well making use of the data available from SIMS, E-Praise and AR.
- 17) To have regard for the highest standards of safeguarding and child protection procedures.
- 18) To lead and manage an additional key area of pastoral support or fulfil a role as at HLTA level across the school. An additional job description will be provided for this roll.
- 19) These are in addition to the expectations set out within the Professional Standards for Teachers.

General Information:

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for health and safety and welfare of him/herself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
- East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.