

Sir John Thursby Community College – Job Description



Job title: Head of Year

Salary: MPS / UPS plus

TLR 1.1 £8,291

Contract type: Full time permanent

Reporting to: Assistant Headteacher – Climate for Learning

Accountable for: Developing the ethos and culture of the school through the delivery of pastoral care and support for students, and through the implementation of the school's climate for learning and attendance policies.

Main purpose

Our aim is to establish a truly great school, where outcomes for students place it in the top 20% of schools nationally. The role of the Progress and Guidance leader, under the direction of their line manager and the headteacher is:

- To deliver high quality pastoral care and support (including safeguarding) for students in their year group
- To reduce barriers to student progress and achievement through ensuring that there is a positive climate for learning and high attendance within their year group
- To work closely with our families to reduce any barriers to student progress and attainment

Duties and responsibilities

The duties outlined in this job description are in addition to those covered by the latest Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Key tasks

1. To embed our 'Belong, Believe, Achieve' culture within their year group
2. To lead by example and to maintain a high profile across school at all times
3. To build, develop and lead an effective pastoral year team including support staff and form tutors
4. To be responsible for the implementation of the school's systems, procedures and policies in relation to climate for learning
5. To be responsible for the implementation of the school's systems, procedures and policies in relation to attendance and persistent absences
6. To review the progress of students in their year group and to take appropriate action when student attainment, behaviour or attendance gives cause for concern
7. To attend and contribute to the weekly 'Keeping Children Safe' meeting
8. To contribute to the ongoing review of strategies and policies which support our pastoral care, safeguarding, climate for learning and attendance

9. To oversee and contribute to the planning of the pastoral curriculum (including assemblies, activities in form time, outside speakers if appropriate) that support the personal development of their students
10. To contribute to our extra-curricular programme
11. To ensure that students within their year group have a voice
12. To work closely with parents to ensure that all our families play a key role in supporting our young people to be successful, and to maintain reliable records of contact with families in line with school's expectations
13. To liaise with other professionals as required
14. To participate in school-based or other agency meetings relating to students as required and agreed
15. To co-ordinate all information received from staff, parents and outside agencies relating to individual students, taking action where appropriate and ensuring clear communication, particularly with the Inclusion Team
16. To ensure all arrangements for parent consultation evenings are made and provide feedback to the Leadership Team and other relevant personnel
17. To ensure progress and achievement has a high profile throughout the year and is celebrated through assemblies, social media, parental letters and year noticeboards
18. To contribute to the planning and delivery of professional development activities both within their year group and at a whole school level.
19. To appraise staff through the annual appraisal processes
20. To manage resources effectively in their year team (including budget management)

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Rob Browning
September 2022