



Hartsdown
Academy

Appointment Details

Job Title: Head of House/Head of Year (non-teaching)

Reporting to: SLT

Employment Status: Term time/permanent

Job Location: Hartsdown Academy, Margate

Closing Date: 7th October 2022

Interviews: Likely to take place w/c 10th October

Start Date: As soon as possible

The Team

The Behaviour Team works proactively to ensure that students are provided with the highest quality support and interventions around their learning. Working alongside teaching staff, the SEN team and wider school community, we ensure and maintain an effective learning environment for all students within the school. The team works as a collective, so communication, team support and time management is paramount to the role. As a team, we work closely with the most vulnerable students in the school to aid them in the responses, restorative approaches to their behaviour and strategies to help support young people.

Successful candidates would need to be able to demonstrate high levels of patience, resilience, professional boundaries and understanding. As a team, we champion for our young people and encourage students to communicate their difficulties around their learning.

Education for an amazing life

The Role

We are looking for potential candidates that are able to work closely with young people of all ages, providing a supportive and proactive approach to ensuring students are prepared around their behaviour, learning and pastoral issues whilst in school. Successful candidates will adapt well to change, remain calm and work well within a team, being able to communicate effectively and ensure that the correct interventions are put in place for identified students. The successful candidate will be able to work well under pressure and within a fast paced working environment. Candidates will work closely with the wider behaviour team to support school improvement, including supporting teaching and learning through eliminating behaviour incidents in the classroom.

Ideally, the successful candidate will have a passion for supporting young people, rounded knowledge and experience in understanding the needs of young people and be able to encourage young people to ensure that they are making positive choices around their learning.

The Package

Hours: 37 hours per week Term Time, 8.30am to 4.30pm Monday-Thursday, 4pm finish on a Friday

Salary: Competitive

Pension: Local Government Pension Scheme

Benefits:

- An exciting environment where you can really make a difference
- Being part of a small local trust that is totally committed to its staff and children
- Significant opportunities for CPD and development within the school and trust
- Leadership training and pathways exist within the trust
- Training/development opportunities within the nationally recognised PIXL programme

Job Description

As a school it is our vocation, moral obligation and delight to provide the best possible education for each student.

All staff will:

- play a full part in the life of the school community, support its vision, ethos and policies and encourage staff and students to follow this example.
- fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated safeguarding lead)
- model Hartsdown values to parents and students
- be positive, dynamic and challenging in all aspects of work
- foster the school's inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- share direct accountability for the establishment of Hartsdown as an outstanding school
- take responsibility for their own learning and development
- develop the skills and talents of other members of the community
- ensure their own well-being and that of others by establishing an appropriate balance between life and work
- play an active part in the life of the school and its community
- develop social cohesion and positive links with the whole of our local community
- adhere to the school community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
- agree annual performance targets, with a view to own continuous improvement
- undertake any other duties that may reasonably be required by the Headteacher.

General Description

To take responsibility for the pastoral and welfare oversight of a specific house.

Specific Responsibilities

- I. To implement academy policy, procedures, sanctions and rewards relating to discipline, e.g. Reward Points, reports, circulating and collating documentation. This includes case studies of students for Ofsted.

2. To ensure that all academy procedures relating to attendance and lateness are followed and recorded and to liaise with the Family Attendance Officer, providing support with home visits where necessary.
3. To liaise with parents/carers to keep them informed regarding any disciplinary issues relating to their child's behaviour and keep all records updated regularly on Class Charts.
4. To liaise with outside agencies as appropriate and after consultation with the Head of Behaviour/House SLT lead/Deputy Head i/c Behaviour
5. To ensure that all students' records are kept up to date and that relevant information is disseminated to appropriate staff including students subject to Early Help etc.
6. To assist with the preparation of reports and records of meetings and to attend where appropriate e.g. return from exclusion interviews, attendance and family meetings etc.
7. To ensure appropriate arrangements for students who are unwell or who have had accidents are dealt with by qualified personnel as per their competency during the school day e.g. appropriate work or sent home.
8. To assist where required with events such as medicals, academy photographs, injections, fundraising and charity days.
9. To implement the academy dress code.
10. To meet regularly with the Head of Behaviour/House SLT lead/Deputy Head i/c Behaviour to maintain communication and information sharing regarding students.
11. To take statements from students when necessary and assist at or hold Restorative Approach Meetings where appropriate.
12. To assist with the transition from primary school and from key stage 3 to key stage 4
13. Ensure students are acting appropriately and completing work set in isolation when required.
14. Support students in the Alternative provision.

15. Other duties in support of the academy as reasonably decided by the Head teacher.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level. The duties contained in this JD will change over time and the job-holder will be expected to cooperate where such changes are reasonable.

Person Specification

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

Qualifications

<p>1. Candidates will hold appropriate academic qualifications to at least GCSE standard, or be able to demonstrate competency through proven experience in a similar role.</p>	<p>a) Commitment to continuing professional development activities</p>
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Professional Attributes

<p>1. Familiarity with word processing, spreadsheet and database packages or the ability to respond to training is essential (Google/SIMS).</p>	<p>a) Experience in the field of education, welfare, youth work, careers or training will be an advantage.</p>
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Professional Knowledge and Understanding

<p>1. Demonstrate a basic understanding of the work of a school</p> <p>2. Knowledge of a range of computer applications</p>	
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3. Demonstrate an understanding of confidentiality and child protection issues in a school setting	
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Professional Skills

1. Candidates will be well-organised and capable of working on their own initiative to a high level of accuracy and presentation.
2. Excellent prioritisation and time management skills and the ability to work effectively and efficiently within set deadlines.
3. To be very responsive to the academy's and the students' requirements and be able to manage other workloads accordingly.
4. The ability to operate as a member of a busy team and a willingness to carry out routine and clerical tasks.
5. Candidates should have excellent inter-personal skills and be able to communicate effectively with young people and professionals who work with them. You will be able to combine tact, diplomacy and discretion sufficiently well to manage the demands of the post.
6. Candidates should have a forward looking approach to student support and have drive, initiative and the ability to respond quickly to change.
7. The post holder will have access to confidential and sensitive information and must be able to demonstrate tact, sensitivity and absolute respect for the confidentiality of information gained as a result of working at the academy.

a) Evidence of report drafting and recording skills may be sought.