

Job Description

Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.

Post Title: Head of Year

Reporting to: Deputy Headteacher/Assistant Headteacher

Purpose

Heads of Year are key people in the maintenance of good order and discipline in the academy and must understand that their disciplinary role extends beyond their year group. They must be actively involved around the academy at all times, particularly at vulnerable times of the academy day (before school starts, break, lunchtimes and after school). Therefore, the maintenance, by Heads of Year, of a high profile in corridors and playgrounds is essential.

To assume responsibility for a year group, their induction, conduct, behaviour and for monitoring their learning and progress and taking action to address any concerns.

Key Tasks

Student Support

- To be the central point of contact for parents of students in the year group.
- To maintain flexible and appropriate communications with parents and other agencies as necessary.
- To set the highest standards of behaviour, courtesy and conduct in the students.
- To check the Conduct Log (Arbor) for referrals and follow up as appropriate.
- Co-ordinate a thorough and robust transition programme to ensure parents and students settle quickly into academy life.
- To be actively involved with students in all aspects of academy life.
- To ensure all information on students e.g. meeting notes, telephone records regarding students are kept on the student files.

- Ensure that appropriate staff in the academy are aware of students' individual problems and health difficulties. Advisory meetings, morning briefings, year meetings are good opportunities to express these problems.
- To provide a strong presence around the year group during break and lunchtimes.
- To be available to students, responding to queries and issues, resolving problems during designated leadership and management periods and during unstructured times of break and lunch.
- Initiate and coordinate, when necessary, pastoral support plans, behaviour plans and any other support strategy to help students modify inappropriate and/or poor behaviour.

Whole School

- To be the designated deputy duty team leader for one day each week, supporting the SLT duty team leader and monitoring the presence and work of the duty team members.
- To take immediate action to address any concerns of bullying, discrimination or prejudice.
- To carry out On Call for designated timetabled periods as part of the senior staff rota, where appropriate.
- To support in the production of governor fixed term suspension or permanent suspension packs and attend the meetings as requested.

Care and Inclusion

- To refer serious welfare, wellbeing and safety concerns to the Safeguarding Team.
- To liaise with the SENCO in order to broker and secure appropriate learning support for students in the year group.
- To liaise with the appropriate member of SLT to broker in-school pastoral and counselling services and external agency services.
- To work with the Pastoral Team to ensure restorative and mediation work is undertaken with students.
- To liaise with the LAC co-ordinator to provide holistic care and support for Children In Care.
- Pass on full records and information when students transfer to the care of another Pastoral leader or school.
- To provide reports and information on students to other schools and agencies as required.

Curriculum

- As part of the pastoral support systems, to monitor students' academic progress and collaborate with Heads of Department and the Senior Leadership Team in selecting students for further intervention where appropriate.
- Support assessment and monitoring procedures, specifically Parents' Evenings for the year group.
- To make regular visits to curriculum lessons to monitor the students' progress and conduct.
- Interpret progress data – making use of standardised test results as well as teacher assessments to help a student interpret his/her progress and to coordinate highly tailored intervention.
- Monitor behaviour data and respond with appropriate sanctions, support and rewards.
- To monitor the students in the year group on report, checking daily reports and liaising with parents as required.
- To train the year group in effective behaviour for learning.
- To plan and deliver a purposeful and meaningful assembly when required.
- To settle the students in whole school assemblies, ensure pupils are silent for reflection and supervise a quiet and orderly entrance and exit.

Attendance

- To promote good attendance in students and liaise closely with the Attendance Team to monitor year group, tutor group and individual attendance, taking appropriate action to address attendance concerns.
- To attend Attendance Panels with the Attendance Advisory Service as required.
- Together with the Admissions Officer to hold admission meetings for Casual and Fair Access admissions during the year and to ensure new students are look after and given an effective induction to the school.
- To lead at reintegration meetings of students who are returning from fixed term exclusion (FTE).

Tutor

- Ensure that the team of focus tutors/form tutors meet students regularly and are delivering high quality subject revision.
- To lead the tutor team in effective Form Tutor report writing.
- To receive progress reports, in conjunction with the data cycle, for the year group and to analyse underperformance, taking swift and robust action to address students' underachievement.
- To oversee the uniform and equipment checks on the year group.
- Ensure that students' individual planners are properly kept
- To be the first point of referral for behaviour incidents, to filter and take measured and appropriate action and in discussion with the DHT or AHT.
- To keep the year group noticeboard up to date.
- To attend calendared meetings of the Heads of Year.
- To ensure new tutors are inducted effectively into the role.
- To conduct year group celebrations e.g. showing casing talent and achievements in assemblies and newsletters.
- To monitor the quality of tutor time, conducting informal visits, drop-ins and tutor time observations as part of the whole school quality assurance process.
- To respond to parental queries within 48 hours of receipt or the next working day during term time.
- To advise staff on specific management strategies to support individual students' behaviour for learning.
- To organise and oversee special events integral to the specific year group e.g. Office Ambassador rota and diaries, Year 9 Options, Year 6 to 7 Transition, etc as directed by the Headteacher.

Additional TLR task

- Each Head of Year will lead on a pastoral area, this could be line management of pastoral support assistants, driving form time resources, being the lead on the isolation unit, responsibility for Alternative provision. This will be discussed and agreed with the Head of Year and the line manager during the action setting part of appraisal each year.

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed Date
On behalf of The Skills for Life Trust

Signed..... Date.....
Employee