



Job Description

Job Title:	Head of Year (Non Teaching)
Reporting to:	SLT
Liaising With:	Teachers, Other Pastoral and Learning Leaders, Senior Pastoral Leader, SLT, Parents and any other relevant faculty and outside agencies.
Hours:	37 Hours per week (Core working hours between 08:30 - 16:30 but flexibility may be required)
Working Weeks:	Term Time + 2 Additional Weeks (Including INSET Days)

Role Purpose:

- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role;
- Lead the personal development, academic progress, and welfare of the Year Group.
- Provide clear leadership for the Year Group, ensuring high standards of order, discipline, classroom engagement, and attendance.
- Improve student attendance and academic outcomes.
- Develop and lead key interventions to support the engagement of identified pupils.
- Oversee the behaviour of the cohort, ensuring high standards are maintained.
- Deliver an engaging assembly programme for the Year Group.
- Manage the Year Group rewards programme to celebrate student success.
- Communicate promptly and professionally with parents regarding student progress, behaviour, and attendance.
- Lead parental meetings to secure improvements in behaviour and attendance.
- To promote a community of learners with purpose and passion while modelling the Turner Schools "Walk The Turner Talk" values in all aspects of the role.

Responsibilities:

Under the direction of the SLT Lead:

- Complete referrals to external agencies and educational settings, such as social services or alternative provisions, as required and under the supervision of the Line Manager.
- Foster a positive and inclusive school culture by promoting the wellbeing and personal development of vulnerable students.
- Deliver intervention programmes focusing on wellbeing, behaviour, and attendance to break negative patterns.
- Provide student mentoring as necessary.
- Support students in the completion of sanctions, in accordance with the school's behaviour policy.
- Manage liaison and contact with parents, including meetings and parents' evenings.
- Implement active interventions to enable students to regulate their behaviour, such as PE or Forest School-type sessions.

- Track and monitor student engagement via school systems, deploying appropriate interventions where patterns emerge.
- Serve as the first point of contact for behaviour issues for identified bespoke groups.
- Support the wider pastoral team as required.
- To perform First Aid when necessary with suitable training.
- Perform First Aid duties when necessary, following suitable training.
- Implement strategies to address poor attendance and lateness.
- Collaborate with the SEND department to share relevant information and coordinate student support.
- Organise and supervise daily detentions.
- Contribute to all relevant meetings as per the school calendar.
- Undertake student monitoring duties as directed by the Senior Leadership Team.
- Provide cover for other Pastoral and Learning Leaders as required.
- Perform other relevant duties as may be reasonably required by members of the SLT or the Principal.

Other Duties:

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- Share the Trust's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the schools.
- Ensure that **all** duties and services provided are in accordance with **all** Turner Schools policies and the school's procedures in line with code of conduct/professional expectations.
- To undertake training as necessary.
- To actively engage in the performance development process.
- To be willing and enthusiastic in engaging with continuous professional development.
- To undertake any other duty as specified by the Senior Leadership Team not listed above.
- To be a key part of the life of the school community, to support both the values, vision and ethos of school and the Trust, and encourage students to follow this example.

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

- Ability to contribute towards school and the Trust's vision and ethos. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Ability to demonstrate academic ambition for all pupils; a genuine passion and belief in the potential of every pupil;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Ability to demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to work collaboratively with partner schools in the Trust and beyond;
- Ability to communicate effectively, professionally and in a friendly manner with colleagues, pupils, and parents and external agencies;
- To be an ambassador for school in dealing with external persons, and to be an admired and respected member of the team by internal colleagues and pupils;

- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner.

Qualification/Experience Criteria:

- Hold level 2 qualifications in both English and mathematics
- 2 years or more experience of pastoral work in a school or similar setting
- Experience of working with young people

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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

Turner Expectations

Turner staff will 'Walk the Turner Talk'. They will:

- **Speak and act with care:** Always show compassion and respect for children.
- **Act boldly:** Be ambitious for yourself and the children and young people we serve.
- **Learn from adversity:** Be evaluative, thoughtful and reflective.
- **Challenge convention:** Be curious, welcome difference and unfamiliar thinking.
- **Connect with others:** Support colleagues, parents and pupils to make a great team.
- **Use your voice:** Offer different views and ask questions.
- **Do what it takes:** Be relentless in pursuing the best for children.
- **Ask for support:** Be open and honest when plans go awry.
- **Don't give up:** Be calm, resilient and measured when managing challenges.

Acceptance:

I confirm that I have received and understand the job description.

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....