

## **JOB DESCRIPTION – Head of Year**

Job Title: Head of Year - Non-Teaching

Line Manager: Deputy Headteacher – Behaviour, Safeguarding and Culture

Responsible for: Behaviour, Attendance and Welfare of learners in a designated year group under the leadership and guidance of the Deputy Headteacher and SLT link.

Salary Scale: NJC Point 25 – 27 Scale point 23 to 25 – FTE £34,434 – £36,363.

Actual salary £30,014 - £31,695.50 (pro rata).

37 hours per week, term time only plus INSET days which is 39 weeks per year. (Occasional flexibility required to attend school events).

The post operates within the aims and Mission Statement of the school. The duties outlined in this job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job commensurate with the salary.

**MAIN PURPOSE:** To support the Deputy Headteacher in ensuring the Progress, Achievement, Personal Development, Behaviour, Attendance and Welfare of students in the designated Year Group.

The main responsibilities that may be asked of you are described below:

### **Key purpose of role:**

- To provide motivation and enthusiasm in setting and maintaining the highest standards to achieve success with all students by personal example;
- To support and promote the achievement of learners in the year group;
- To develop an ethos of study, high standards in learning, behaviour and participation;
- To work with the SLT link and DHT to support a year group of students and a team of Form Tutors;
- To liaise with parents, carers, staff, the local authority and other external agencies, ensuring appropriate actions to support all learners
- To monitor and develop behaviour and attitudes of a given year group
- To organise events for a particular year group, at the request of the Headteacher.

### **Job Description**

As an integral and key member of the Pastoral Team and to secure the highest levels of student achievement, personal development, behaviour and attendance

- To promote the Catholic ethos of the school and spiritual development of all pupils
- To support and promote the achievement of all students, including disadvantaged, CWLA, SEND and pupils otherwise considered vulnerable
- In liaison with DHT and SLT link, analyse data to identify cohorts of students that require support

- To provide first point of contact for students, parents and outside agencies in relation to the attainment, behaviour, safeguarding and attendance of learners
- In collaboration with other appropriate professionals, when necessary, remove, as far as possible, the barriers to learning for individuals, groups and cohorts (for example, attendance, punctuality, truancy, behaviour);
- Endeavour to keep colleagues aware of any barriers to learning, including attendance, personal circumstances and behaviour which might affect student progress;
- To complete appropriate referral forms, ensuring any paperwork is current, accurate and professional;
- To attend relevant meetings both in and out of school, leading where appropriate;
- To develop a thorough knowledge, both pastorally and academically, of the children in your care;
- In liaison with DHT, SLT link, subject leaders and teachers, identify and support strategies to raise the achievement of each student in the cohort;
- To assist in promoting effective parent/carer communication including Parents evenings and year information evenings;
- To analyse, identify and intervene with students to improve achievement, attendance, punctuality and behaviour;
- To provide appropriate mentoring, support and interventions to identified students;
- To organise and support with rewards, celebration events to promote the achievement of students.
- To plan and lead review meetings with parents/carers as appropriate, either in school or home visits if necessary, following the schools home visit protocols;
- Coordinate and administer appropriate sanctions, liaising with other staff and parents/carers where necessary
- To provide a presence for the year group throughout the day, contributing to break, lunchtime and detention supervisions each week;
- To support DSL with safeguarding and child protection cases for the designated year;
- To support on achieving excellent levels of student attendance and reduction of persistent absence/poor punctuality;
- To support the delivery of year assemblies;
- To take responsibility for a whole school area such as online safety, bullying etc
- Ensure pupils undertake appropriate restorative work such as education packs
- Ensure pupil transition into school is effective and support all new pupils understand the culture and expectations of the school
- To complete appropriate safeguarding referrals
- To undertake lead professional duties as an EHAT lead
- To organise and agree actions at regular meetings with DHT
- To support the delivery of personal development time, collective worship and academic interventions during form time
- To support DHT in preparation of Headteacher report for Governors;
- Work with the CEIAG Co-ordinator to ensure that students receive effective and appropriate careers advice and guidance;

- Comply fully with the General Data Protection Regulations (GDPR), safeguarding student/parent/carer/family confidentiality and Child Protection;
- Become a member of the team designated to provide First Aid to pupils;
- Attend all relevant staff training;
- Take responsibility for CPD and completing training relevant to the role
- Take part in appropriate meetings and conferences with Governors, line managers, support staff and external agents as and when required;
- Liaise with appropriate external agencies as and when required.
- To provide management of multi-agency partnership working;
- Report to, communicate/cooperate with and liaise closely with the designated line managers;
- Complete any reasonable request from line managers and the Headteacher;

This job description is subject to review and elements can be negotiated to suit the requirements of individual applicants.

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.*