



## JOB DESCRIPTION

### Head of Year



**JOB TITLE:** Head of Year

**GRADE:** Grade H: Point 18-23 (£22,854 - £25,378)

**HOURS PER WEEK:** 37 Hours a week Term Time Only (plus 3 additional weeks made up from 5 CPD days, Presentation Evenings, Open Evening, Parents' Evenings, Results' Day)

**WORKING PATTERN:** Monday – Friday

**RESPONSIBLE TO:** Assistant Headteacher Behaviour/Attendance

**RESPONSIBLE FOR:** Designated team of form tutors

**JOB PURPOSE:** To ensure high standards of behaviour, attendance and attitudes to learning within designated year group and across the school

#### **GENERAL RESPONSIBILITIES**

- Lead on the care, guidance, support and attendance for a designated Year Group.
- Use data to inform communication with stakeholders
- Plan support for students, unblocking barriers to learning and changing negative behaviour
- or attendance patterns.
- Promote a positive climate for learning by being a visible presence on the corridor, at
- lesson change over and in lessons.
- Communicate effectively with all stakeholders e.g. teachers/parents/carers and external
- agencies.
- Act as a Deputy Designated Safeguarding Lead for your identified Year Group.
- Provide regular updates to Senior Leaders, Local Governing Body and MAT partners as
- required and in line with the school meeting and reporting schedule.
- Have responsibility for good working practices including health and safety.

#### **SPECIFIC RESPONSIBILITIES:**

##### **STUDENT PROGRESS**

i Academic

- Promote a positive climate for learning by being a visible presence in lessons and examinations
- Ensure Form Tutors deliver the PSICHE/SRE programme and uphold our Relentless Routines
- Coordinate work for absent students (due to absence of fixed term exclusion), or if they are working outside of the classroom.

- Prepare and deliver assemblies in line with the assembly rota which engage students, reinforce key messages or support a particular theme.

## **ii Attendance**

- Take responsibility for attendance of the year group checking reasons for absence, punctuality and truancy – and designing intervention plans where attendance falls below key thresholds
- To closely monitor the attendance of certain groups such as PP, PA, SEND; prioritising calls to these vulnerable families during period 2 each day
- Liaison with Line Manager and Attendance Manager, to ensure attendance targets are maintained
- Administer student holiday request forms after consultation with Line Manager

## **iii. Behaviour**

- Establish high standards of student behaviour
- To ensure all behaviour incidents are logged appropriately using the appropriate school system, e g BROMCOM
- Manage more serious behavioural issues as referred through teachers/ form tutors/Curriculum Leaders.
- To promote positive behaviour for learning in lessons, in collaboration with teachers and Curriculum Leaders.
- Ensure appropriate sanctions are applied following school policies and procedures and all relevant parties (staff/parents) are kept informed.
- Coordinate with relevant external agencies and complete the necessary referrals to a range of professionals to provide appropriate interventions.
- Ensure students maintain high standards of uniform and general appearance following the school's policies.
- Monitor behaviour using the school system (C1, C2, C3 and Isolation, IE and EE) and record and analyse student data. Produce reports that analyse student's behaviour data, intervention and impact.
- Promote student leadership in school
- To oversee and supervise where necessary lunchtime and after school detentions
- To support the smooth running of Isolation by contributing as part of a team to be on a daily rota.
- To plan and support a range of rewards and reward trips in-line with school policy.
- To plan and coordinate and deliver events such as celebration assemblies and evenings.

- To support the coordination of students accessing off site provision, from providing information about the student, coordinating work, attending meetings to facilitate smooth access.

### **Safeguarding**

- To attend appropriate training to undertake safeguarding duties
- To ensure any safeguarding concerns are logged appropriately using the school's systems, e.g.
- CPOMS
- To produce safety plans for students where this is appropriate
- To attend external meetings such as TAF, CIN and report the date of attendance, ensure minutes are obtained and school safeguarding systems are updated.
- To complete the necessary referrals needed to ensure the safeguarding of students.

### **Communication**

- Contact and meet with parents/carers, as required, to discuss work, welfare and behaviour of students.
- Organise, with administrative assistance, and attend relevant Parents' Consultation Sessions and ensure there is good attendance.
- Ensure staff are regularly informed of any relevant issues related to students
- Produce termly reports for line manager that show analyses of behaviour, attendance, interventions and impact.
- Provide information for parents' newsletters and press releases as applicable.
- Write and provide references for students when requested by your Line Manager.
- Attend school functions and ensure good attendance, e.g. Celebration Evenings, Open days etc
- Ensure school displays you are responsible for are up to date and well kept.
- Participate in team meetings and training events where appropriate. Attend meetings in other establishments that support students.
- Respond to queries from parents/carers by phone/e-mail and letter to promote good communication and relations (within a 48 hour timescale).
- To maintain accurate and up to date records of students using school systems such as
- BROMCOM, CPOMS etc
- Liaise with your Line Manager regarding new starters into your year group, following school procedures to ensure a smooth transition.
- Leading Year Team meetings with form tutors, discussing matters relating to students.

### **GENERAL DUTIES**

- Contribute to supervision duties in accordance with published rotas, e.g. lunchtime after school detention, isolation room, office/on call.

### **OTHER**

- To embrace any performance criteria or targets related to the post arising from the School's Performance Management arrangements.
- To undertake additional duties which may reasonably be assigned from time to time by the Head teacher and your Line Manager
- This job description will be reviewed annually.

**SIGNED .....** **POSTHOLDER**

**DATE .....**

**SIGNED .....** **LINE MANAGER**

**DATE .....**