

ST JOSEPH'S INSTITUTION INTERNATIONAL



Job Description: Head of Grade (Senior School)

Starting date: January 2014

Responsible to: Head of Senior School / Vice-Principal (Pastoral)

School section: Pastoral

Management Points: 3 **Management time allowance:** 8 lessons per week

Main Working Relationships: Head of Senior School, Vice-Principal (Pastoral), Vice-Principal (Student Support), fellow Head of Grades, Tutors, Teachers, Students and Parents.

Overall Purpose of this Post:

To support all students to make appropriate personal and academic progress based on an individualised approach to holistic education.

Under the general direction of the Head of Senior School and Vice-Principal (Pastoral), the Head of Grade has responsibility for the pastoral care and progress of students within the four pillars of learning at SJI International – the academic programme, service, co-curricular activities and outdoor education.

Duties

The duties outlined in this job description are in addition to those expected of a Classroom Teacher. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Staff Management

1. Lead a team of Tutors
2. Support the professional development of Tutors through the Performance Management process.
3. Review and develop the quality of pastoral care delivered by the team.
4. Ensure that Tutors facilitate effective Tutor Group and Enrichment Period sessions.
5. Update Tutors of changes to school policy.
6. Liaise with subject leaders (HODs/HOFs) to develop learning and student outcomes.
7. Be involved in decision making and policy development across the school.

Student Progress

1. Manage the Grade's reporting process. Supervise the team of Tutors in the production of reports ensuring that deadlines are met and that the reports are of requisite quality.
2. Monitor the academic progress of individual students by reviewing student reports and data, and following up, where required, with students, parents and teachers.
3. Monitor the participation and engagement of students within their enrichment programme (Creativity, Action and Service), and ensure expectations are met with regards to commitment to CAS.

4. Take part in and lead organisation of Parent/Teacher Consultation evenings, and organise parent/guardian meetings and case conferences with appropriate personnel as required.
5. Ensure effective transitions between one stage of school life and the next. This may include the selection of IBDP subjects, and full preparation (including application process) to higher education.
6. Facilitate the effective compilation of Tutor references.
7. In conjunction with the Head of Senior School and Vice-Principal (Pastoral), organise the Orientation Programme for the relevant grade. Develop an Induction Programme for new students who arrive late, ensuring the best possible integration into the student body.
8. Communicate specific student needs to all members of staff, as appropriate (special needs, health issues etc.)
9. Oversee the organisation of regular Grade assemblies, liaising with PSHE Co-ordinator as necessary.

Student Welfare

1. Get to know all students in the year group as well as possible
2. Regularly communicate with parents/guardians of students in the year group, and develop positive working relationships with the Parent Support Group.
3. Refer students to Vice-Principal (Student Support) when there is a need for counselling.
4. Work collegiately with the Learning Support Department, particularly regarding students with social, emotional and behavioural difficulties.

Attendance

1. Ensure that Tutors register effectively, and that they intervene with students/parents when absence within the Tutor Group becomes a concern.
2. Monitor Grade attendance and punctuality, and develop intervention strategies to address any problems identified.
3. Liaise with Pastoral Administrator, Head of Senior School and Vice Principal (Pastoral) concerning intervention for persistent absentees.

Student Behaviour and Engagement

1. Celebrate and recognise achievement within the year group, and organise celebratory assemblies or share information in newsletters etc.
2. Reinforce all aspects of the Behaviour for Learning Policy. In particular liaise with the Head of Senior School, Vice-Principal (Pastoral) and Tutors to ensure that high standards of behaviour and uniform are maintained, and oversee records of behavioural issues using SIMs.
3. Implement monitoring arrangements of our most vulnerable students or those with a high frequency of behavioural issues eg Report Card/PSP.
4. Keep parents/guardians informed about any issues involving their child (positive or negative)

Other duties and responsibilities

1. Be a positive professional role model.
2. Set high expectations.
3. Show diligence in resource allocation and deployment.
4. Show due care in Risk Assessment and Health & Safety procedures.
5. Promote cohesion and collegiality in the pastoral team.