



## **Job Description & Person Specification**

Head of Year



## Head of Year

**Salary:** LTA (£23,246 - £26,139)

**Location:** Laurus Cheadle Hulme

**Start Date:** April/May 2018

**Hours:** Term time only plus one week.

**Purpose of the post:** Undertake personnel management duties including instructing and training their year-group Form Tutors. Management of the year group including pastoral support, achievement, attendance, attainment/progress, behavioural issues and intervention and child protection matters. Establishing positive relationships with parents, staff and outside agencies in line with the school's vision and values. To coordinate whole school attendance. To work with identified groups of students including SEND with regard to progress, engagement and achievement. To lead transition processes.

**Reporting to:** Deputy Headteacher

### SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

#### KEY AREAS

##### **Personnel Management**

- To create a team ethos with the Form Tutors, supporting the pastoral work of the tutors
- To develop and deliver creative assemblies to the Year Group supporting ethos and current affairs.
- To direct the Heads of Dept. on issues relating to the Year Group and Team
- To be the first point of contact for parents, in relation to student behaviour and barriers to learning
- To be an exemplary leader in dealings with staff, students, parents and outside agencies
- To ensure that members of the Leadership Group are kept updated on matters pertaining to the year group
- To set agenda and chair scheduled Year Team meetings. Review actions/deadlines/outcomes
- To be involved in decision making and policy development across the school
- To take a lead role regarding the delivery and evaluation of specific projects

##### **Curriculum Management**

- Work closely with the Subject Leaders to identify barriers to achievement; guide and direct tutors in the implementation of intervention and support strategies to overcome those barriers.
- Lead and/or assist in initiatives to improve attainment and progress of students identified as underachieving and/or failing to meet target
- To incorporate the delivery of Personalised Learning for the Year Group via assemblies
- Take a lead in the creation and review of specific intervention tutor groups in relation to achievement and behaviour
- Review and implement personalised curricula for vulnerable students. Provide necessary information to tutors and teachers regarding the implications of any personalised curricula
- Take responsibility for the design, research, implementation and reviewing of projects, school policies and procedures centred on attainment, attendance and behaviour

- To provide lesson cover for own year group in the event of teacher absence for all subjects – this will be to a maximum of one unit per day

## **Student Management**

- To support students in their learning, and encourage positive attitudes and behaviour in and around school
- To direct and advise teachers and departments in relation to behaviour and learning of individual and groups of students.
- To organise and manage the transition arrangements between key stages – including KS2 to KS3
- To monitor punctuality and attendance, liaising with Form Tutors, the Education Welfare Officer and the Student Records Administrator and Trust Senior Head of Year.
- To implement measures necessary to improve Year group attendance including holding attendance panels and rewarding good attendance through assemblies and other measures
- Take responsibility for the design, research, implementation and reviewing of projects, school policies and procedures centred on attainment, attendance and behaviour
- Monitor students' welfare including the creation/maintenance of Behaviour Logs, Pastoral Support Plans, and referrals to internal and external agencies
- To attend and chair meetings regarding the welfare of students in the year group eg Child Protection and Team around the Child reviews
- To chair LAC reviews and maintain PEP records
- To contribute to SEND reviews and maintain records
- Take a lead in managing the behaviour of the year group, taking detentions and establishing and implementing other sanctions as appropriate
- To encourage and develop Parental relationships with Head of Year, Form Tutors, staff and relevant agencies
- Be on call and available to students (and parents) in the year group throughout the day
- Act as lead practitioner in matters of students' welfare
- Uphold standards within the school regarding uniform and equipment
- Coordinate the interim and end of year reports and progress checks
- Facilitate the transfer or placement of students at other schools
- Write individual annual report on students summing up academic progress and suggesting ways of implementing further improvements
- To work with outside agencies and make appropriate referrals.
- To provide ongoing information/reports for outside agencies on students (e.g. HYMs)
- To prepare reports on students, including PSPs, PEPs, CAFs and to contribute to IEPs
- To develop the role of the Year Council and ensure the students are more actively involved in school life
- To coordinate and lead charity and community work of the Year group
- To organise the Parents' Consultation and Information evenings
- To regularly review and coordinate the Rewards Policy for the Year Group
- To organise day trips for students and preparing and submitting Risk Assessment documents for events and trips
- To do a full lunch duty each day and to contribute to the Break duty teams as appropriate
- To patrol the school buildings and grounds on a regular basis to ensure all students are fully engaged in lessons

## **General**

- To hold a full First Aid at Work certificate (HSE approved) and provide first aid cover for staff and students
- To administer medicine where appropriate
- To have expert working knowledge of all school based computer packages and databases
- To participate in any relevant in-service training

- To attend meetings with parents, peers, management and others as appropriate

### **Continuing Professional Development**

- In conjunction with the line manager take responsibility for personal development to improve or acquire knowledge and skills appropriate to the post
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available

### **RESOURCES**

- Take responsibility for all budgets relating to the Year group – including Rewards, Trips, Events and Projects
- Be responsible for laptop and iPad
- Take responsibility for valuables from students on a daily basis
- Take responsibility for mobile phone for First Aid duty
- Maintain correct First Aid equipment and supplies
- Resources used to support families in relation to outside agencies
- Resources used to support students in relation to learning, personal development and outside agencies

### **Job Activities**

#### **General**

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security
- To take responsibility for promoting and safeguarding the welfare of students in the school
- To work positively and inclusively with colleagues so that the School and Trust provide a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities safety and welfare, emergency, evacuation and security.

## Head of Year - Person Specification

Attributes	Essential	Desirable	How identified
Relevant experience	<p>Recent management experience with people</p> <p>Ability to present information to a variety of audiences</p>	<p>Evidence of work with children/young people and involvement with parents</p> <p>Teaching experience</p> <p>Sound understanding of the Team around the Child/Child Protection process</p> <p>Relevant experience of working with supporting agencies such as HYMs, EWS, Childrens Services etc</p>	<p>Application form/supporting statement</p> <p>Interview/presentation</p> <p>Application form/supporting statement</p>
Education and training	<p>Good general standard of education</p> <p>Maths and English to GCSE grade C or above</p>	<p>Further/higher education or professional qualification</p> <p>Full first aid certificate</p>	<p>Application form</p> <p>Application form</p>
Special knowledge and skills	<p>Ability or potential to use and interpret data</p> <p>Computer literate</p> <p>Ability to find solutions to complex problems</p> <p>Good communication skills written and oral</p>	<p>Knowledge of child protection issues</p> <p>Understanding of professional boundaries and when it is appropriate to refer</p> <p>Understanding of issues affecting young people</p>	<p>Supporting statement</p> <p>Interview/presentation</p> <p>References</p> <p>Supporting statement</p> <p>Interview/presentation</p> <p>References</p> <p>Supporting statement</p> <p>Interview/presentation</p> <p>References</p>
Interpersonal skills	<p>Ability to relate to teachers, other professionals, parents and students</p>		<p>Supporting statement</p> <p>Interview/presentation</p> <p>References</p>

	<p>Good listening skills</p> <p>Ability to work as a member of a team and work on own initiative</p>		<p>Supporting statement</p> <p>Interview/presentation</p> <p>References</p>
Other	<p>Ability to relate to and promote the ethos of the school</p> <p>Willingness to undertake training as required</p> <p>Excellent attendance and punctuality</p> <p>The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.</p>		<p>Supporting statement</p> <p>Interview/presentation</p> <p>References</p> <p>Supporting statement</p> <p>Interview</p> <p>Supporting statement</p> <p>Interview/presentation</p> <p>References</p>

**The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment**