**St Mary’s & St John’s CE School**

**Job Description: Head of Year 7 and Transition**

**Post:** Head of Year 7 and Transition  
**Responsible to:** SLT link  
**Job purpose:** To support all students to make appropriate academic and personal progress as specified by baseline data and other information.

**Salary:** Mainscale / UPS + TLR 2c**Responsible for:** All aspects of pupil progress in Year 7 and over see the transition of Year 6 students into Year 7. The post-holder will collaborate with the Phase Lease Leaders to ensure a smooth transition to Year 7.

**Main purpose of role:**

To monitor and track pupil progress within Year 7 and coordinate intervention where pupils are not making appropriate progress. To impact on behaviour for learning across the school. To provide support to PAMs and class teachers in managing behaviour and act as a home/school liaison which will impact positively on a child’s engagement with school. To oversee transition from Year 6 to 7 in collaboration with SLT link.

In carrying out your duties, you are also required to:

* Take responsibility for supporting the school’s commitment to safeguarding and promoting the welfare of children in school.
* Ensure that the highest level of confidentiality is maintained at all times.

**The successful candidate will be able to:**

* Lead and manage the achievement, progress and pastoral provision for Year 7
* Track and monitor, attendance, achievement and the behaviour of students within your year groups to ensure that successes are recognised and any underachievement is quickly addressed
* Assume responsibility for the welfare of students; follow up incidents; maintain detailed records and student files; have meeting with parents during or after school as required, sometimes with senior staff members; arrange rewards and sanctions where appropriate; communicate with parents;
* Take a lead responsibility in co-ordinating appropriate intervention for students whose attendance, achievement or behaviour is a concern
* Co-ordinate the delivery of the pastoral curriculum, and liaise with other Pastoral Leaders where necessary, to ensure continuity and progression of pastoral provision throughout the school
* Be responsible to a line manager within the Senior Leadership Team and will liaise with SLT, other curriculum leaders, student services support staff and relevant staff with cross-school responsibilities, teaching/support staff, LA representatives, external agencies and parents

**Main Duties:**

* Lead by example in all areas of the pastoral curriculum
* Monitor the standards of achievement, attendance, behaviour and welfare within their year groups
* Evaluate students’ progress, achievement and attainment, and report to the governors, SLT, staff and parents as appropriate
* Take responsibility for the pastoral care of students in the year group, liaise closely with other Year Leaders to ensure continuity and progression across all Key stages
* Establish good relationships, encourage good working practices and support and lead teachers in the year group
* Lead, support, motivate and direct support staff working within the year group
* Oversee all aspects of the pastoral organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered
* Liaise and co-operate with SEN and inclusion staff and outside agencies on the academic, pastoral, social, vocational and behavioural needs of students in the year group
* Co-ordinate assemblies and effective use of PAM and daily collective acts of worship, when necessary
* Co-ordinate the engagement of students within the decision-making processes of the school, through organised student council
* Oversee the introduction process of new members of pastoral staff within the year group
* Co-ordinate and oversee the organisation of charity, performance, sporting, social and other enrichment activities for the year group
* Co-ordinate and oversee Transition events including those for students new to SMSJ in Year 7
* Organise and lead parents information evenings
* Support any whole year trips, including residentials.

**Teaching:**

* To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
* To model excellence in learning and teaching
* To provide opportunities for the sharing of good practice, such as peer coaching

**This Job Description must be read in conjunction with the job description of a teacher to be fully representative of the requirements of the post.**

**Additional duties:**

* To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example

**Other specific duties:**

* To continue personal development as agreed
* To actively engage in the performance review process
* To undertake any other duty as specified by the Principal not mentioned in the above
* To comply with the School’s Health and Safety Policy and undertake Risk Assessments as appropriate
* To be aware of and work in accordance with the school’s child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a Manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.

**Person Specification**

The short-listing and interview process is based on these criteria. The method of assessment is as listed below.

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| **Category** | **Criteria** | **Evidence** |
| **Qualifications** | * Degree * Teaching qualification * A higher qualification in education and/or management would be an advantage but is not essential | * Application form * Certificates * Qualified Teacher Status |
| **Experience** | * Proven track record of raising educational standards in the secondary setting * Proven record of raising standards and pupil achievement * Proven experience of * Clear understanding of leadership and management in a secondary comprehensive school * Knowledge and understanding of school self-evaluation * Participation in school events * Inspire, demonstrate and support the highest of expectations for all | * Application form * Letter of application * Selection process * References |
| **Essential** | * A genuine reflective practitioner * Experience of monitoring and evaluation practices * Ability to demonstrate sound judgement and make considered decisions * Able to respond positively to pressure * To be solution, not problem focused * Is highly credible and can model excellent behaviour | * Letter of application * Selection process * References |
| **Teamwork** | * Liaison with a team and senior leadership * Effective partnership working with additional adults in the classroom and external agencies | * Letter of application * Selection process * References |
| **Ethos and community** | * Identification with the school’s distinctive Christian character and Church of England ethos * Commitment to develop the school’s response to its changing community * Commitment to promoting community links and cohesion | * Letter of application * Selection process * References |
| **Desirable personal qualities & attributes** | * The ability to effectively teach one or more specialist subjects at GCSE * Recent experience of holding a post of some responsibility * An effective communicator * Resilient, energetic and enthusiastic * Leads by example with high professional standards | * Letter of application * Selection process * References |
| **Safeguarding children** | * Commitment to safeguarding and promoting the welfare of children and young people | * Letter of application * Selection process * References |