

JOB DESCRIPTION

PASTORAL & ACADEMIC LEADER: HEAD OF YEAR

Newport Pagnell Campus

Working to an Assistant Headteacher, the PAL has the following duties and responsibilities in relation to the leadership and management of a year group as they move through the school. In September this will be responsibility for Year 8 moving to Year 9 in September 2019. The PAL will also undertake any reasonable duty/responsibility as requested by SLT.

PROGRESS AND ACHIEVEMENT OF STUDENTS

- To manage the school's systems for ensuring the academic progress and personal development of each student in the year group;
- To follow up Progress Reviews. Using performance and target data, put in place for the year group a system for monitoring individual student performances relative to the targets. In consultation with subject heads, and based on subjective professional judgement, develop action plans for those students deemed to be underachieving or unmotivated. Carry out an annual formal review of the effectiveness of the monitoring system;
- To ensure the maintenance of high levels of attendance (min. target 96%) and punctuality - to include weekly scrutiny of the year group's attendance returns. In cases of intermittent absence or non-attendance activate appropriate remedial action;
- To monitor students' use of the planner, particularly in relation to the quantity and type of homework. Record findings of randomly selected sample (weekly) and follow up arising concerns directly with subject teachers, student and parents where necessary;
- Carry out/be involved in learning walks/lesson dips for the relevant Year group;
- To encourage students to participate fully in recreational, sporting and charity fundraising activities both in the school and in the wider community;
- To organise informal and formal year ceremonies, including the Student Achievement Evening with the relevant SLT member, which give public acknowledgement to individuals' and groups' achievement and success – to include the Student Achievement Award (Lower School);
- To ensure the effective induction of students new to the year and school;
- LAC – interview informally and termly any Looked After Children with particular emphasis on educational and welfare issues. Liaise with the LAC Co-ordinator;

- To supervise the checking and collation of progress reviews to parents, countersigning, and adding to the school's general comments where appropriate. Respond to issues raised by parents through liaison with Form Tutors, subject teachers and Heads of Department;
- To acknowledge high levels of achievement and effort of students through individual/group meetings, sending letters home and/or by issuing certificates, particularly following PRs and reports;
- To meet with students who are underachieving. Invite parents and teachers to meetings to set appropriate targets.

LEADERSHIP AND MANAGEMENT

- To be accountable for upholding the policies of the school;
- To lead by example in all types of communication with students, staff, parents / guardians and outside agencies;
- To provide leadership, support and guidance to a significant group of people (Form Tutors) on a daily basis;
- To prepare agendas, chair meetings of Form Tutors and ensure the production of minutes – listing any action points with the action to be taken;
- To be an active and contributing member of the School's Pastoral Management Group and attend calendared meetings to discuss progress and learning;
- Attend and contribute to Middle Leaders' meetings.

EXTERNAL RELATIONS

- To arrange meetings with parents in order to discuss and to agree strategies to ensure the progress of individual students;
- To recommend the start of formal PSPs, attend associated meetings and implement/monitor agreed actions;
- To liaise with, and prepare reports for, outside agencies, including confidential Court, Social Services, medical reports; to attend meetings as and when necessary;
- To make referrals and provide information to outside agencies (including Alternative Education, CAHMS, SENDS, employers, other schools or organisations) as appropriate – and to contribute and respond to feedback meetings;
- To co-ordinate the year group's parent consultation evenings for parents and be available if and when issues arise.

ETHOS

- To uphold and reinforce the school's code of conduct by setting a personal example and acting as a figure head for the students and staff;

- To work to encourage a sense of identity with, and loyalty to, the year and school;
- To seek opportunities for students to acquire the levels of self-discipline and respect which make the school a caring and civilised community;
- On an assigned day to lead and support staff duty teachers to maintain order and safety around the site before and after school, and at break times, and ensure the good use of the year's allocated recreational areas;
- To prepare a weekly Assembly and/or invite outside speakers.

ADMINISTRATION

- To maintain and update student record files and logs;
- To put in place systems for the recording of student achievement, e.g. Epraise;
- To provide materials and activities to support learning in tutorial sessions;
- To monitor the recording system of student progress, through Student Planners, sampling once per half term and following up any issues that arise after Progress Reviews;
- To record incidents generated via SIMS and ensure correct procedure has been carried out and to take further action when appropriate/multiple slips received;
- To contribute towards a weekly bulletin detailing events, success, attendance and promoting extra curricular activities for the year group;
- To respond promptly to any correspondence from parents – ideally acknowledge within 24 hours;

April 2018