



The de Ferrers Trust

To ensure that all the
children and young people in
our care have the opportunity
to fulfil their potential through
achieving highly, regardless of
their ability or background



Post title: Head of Year
Grade: Grade 7
Accountable to: Vice Principal

ROLE OVERVIEW:

Under the direction of senior staff, support the academic progress and monitor the behaviour of students. A key focus will be monitoring, management and improvement of behaviour with the aim of improving engagement and learning in the classroom.

KEY ACCOUNTABILITIES:

Main Duties

- To, under the direction of the Head of Campus, assume pastoral responsibility for a full year group of students and closely monitor the behaviour of a year group of students across the curriculum.
- To assume the delegated responsibility for the welfare of students.
- Follow up all incidents involving unacceptable behaviour.
- Maintain detailed records and student files.
- Arrange and attend meetings with parents during or after school, with senior staff members as required.
- Arrange and agree and implement agreed sanctions where appropriate.
- Communicate with parents to promote understanding and agreement to agreed actions.
- Attend Support & Guidance Team meetings.
- To support and/or mentor students as appropriate.
- To line manage up to two members of staff.

Pastoral Support

- To oversee the distribution of achievements and rewards to students in line with the policy.
- To coordinate student voice activities for the relevant year group.
- To support vulnerable students.
- To lead assemblies as directed by the Head of Campus.
- To track, monitor and improve attendance for the relevant year group.
- To attend relevant academy events in line with directed time allocation (E.g., Parents Evening, Pathways Evening, Awards Evening etc).

Home School Communication and Record Keeping

- To respond to parental enquiries by telephone, letter or email as appropriate.
- To keep accurate records of all communication with parents, all sanctions issued and any other pertinent pastoral information relating to students within the year group in sims and / or CPOMS.

Tutor Group System

- To support the tutor team in the delivery of the tutor period curriculum.
- To regularly visit the tutor team during tutor time.
- To monitor the use of tutor time and report back to the Head of Campus.
- To assist with admissions by deciding on the tutor group for new students and ensuring that new students are allocated a 'buddy' to assist with their settling in.

Support to Organisational Management

- To administer the daily reports to students and oversee the checking and monitoring of the reports.
- To share appropriate data and information with the relevant staff.

Support to Students, Parent and the Community

- To support parents and students in crisis, liaising with identified personnel.
- To maintain a high profile around the academy at break times and lunchtimes.
- To conduct 'walk-about' around the academy to ensure that all students are in their classrooms, learning.

Support to the Academy

- To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- To comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Will be aware of, support and ensure equal opportunities for all.
- Will contribute to the overall ethos/work/aims of the Trust.
- Will establish constructive relationships and communicate with other agencies/professionals.
- To attend and participate in regular meetings.
- Will participate in training and other learning activities and performance development as required.
- Will recognise own strengths and areas of expertise and use these to advise and support others.

In Addition

- To make suggestions to improve the ongoing effectiveness of non-teaching support.
- To undertake any other reasonable duties within the overall function, commensurate with the grading level and responsibility of the job.
- Holiday leave will be in line with the policy for all support staff. Annual Leave cannot be taken during term time.
- All staff are expected to work in a flexible and versatile manner as directed by their line manager.

- Support the Learning Agenda.
- To take part in a Performance Review System.

Commitment to Safeguarding Children

Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:

- Having awareness of school safeguarding policy and procedures regarding child protection.
- Become aware of the signs and symptoms of abuse by attending relevant safeguarding training.
- Understand and support the Academy by attending training relevant to current national safeguarding issues such as The Prevent duty, Child Sexual Exploitation, Female Genital Mutilation.
- Report all causes for concern to the Safeguarding team using detailed and accurate information.
- Ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- Being fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.

Equalities

- To ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.
- To understand and comply with the Equal Opportunities Policy.

Health and Safety

- To ensure a work environment that protects peoples' health and safety and that promotes welfare, and which is in accordance with the Trust's Health and Safety policy.
- To comply with the requirements of Health and Safety, or relevant legislation and Academy/Trust documentation.

Corporate Responsibilities

- To assist with student needs as appropriate during the school day.
- To show support for and uphold our ethos, value, all policies and procedures.
- To promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- To support the induction of new staff, students and apprentices.
- To communicate effectively and professionally, both orally and in writing.
- To make a positive contribution to the wider life and ethos of the school.
- To act with professionalism, integrity and with due regard to matters of a confidential nature at all times.

- To comply with any reasonable request from a manager or Principal to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.

Notes

- a) The above responsibilities are subject to the general provisions of the appropriate conditions of service document.
- b) The detail of the duties will be determined following consultation with the post holder.
- c) The Trust operates a no smoking policy on campus.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

Special Features

- The postholder shall be required to work in any of the schools/academies within The de Ferrers Trust group of academies as directed by the Chief Executive.
- Be a professional role model, and understand and promote the aims and values of the Trust.

PERSON SPECIFICATIONS: HEAD OF YEAR

Education & Qualifications	Essential	Desirable
NVQ Level 3 or equivalent in Learning and Development	✓	
Experience		
A minimum of two years' experience of working in an education setting committed to the inclusion agenda.	✓	
A minimum of two years, experience of working with students demonstrating challenging behaviour or dealing with disadvantaged circumstances, and / or of helping students with underdeveloped basic skills.	✓	
Proven organisational and administrative experience.	✓	
Experience of analysing data to track student performance.	✓	
Knowledge & Skills		
Understanding of levels of progress from Key Stage 2 to Key Stage 4.	✓	
Understanding of the national performance criteria which schools are measured against.	✓	
Knowledge of student welfare issues and understanding of how these can impact educational performance.	✓	
Ability to remain calm in situations of high tension.	✓	
Ability to manage own workload and work on own initiative.	✓	
Ability to work constructively as part of a team.	✓	
Ability to relate well to children and to adults.	✓	
Good ICT and record keeping skills.	✓	
Ability to communicate effectively both orally and in writing.	✓	
Good organising, planning and prioritising skills.	✓	
Methodical with a good attention to detail.	✓	
Personal Attributes		
Builds personal relationships with stakeholders, through regular contact and consultation.	✓	
Coaches and empowers team members to take responsibility for ensuring customer care.	✓	
Understands the academy's development plan and how it relates to team and individual objectives.	✓	
Accepts, supports and quickly implements change.	✓	
Identifies and promotes best practice and encourage the sharing of ideas.	✓	
Proactively seek opportunities to increase job knowledge and understanding.	✓	
Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members.	✓	
Works with others to resolve differences of opinion and resolve conflict.	✓	
Requires minimum supervision.	✓	
Takes responsibility for own and team actions.	✓	
Identifies and overcomes barriers and manage risks.	✓	
Takes quick and effective action.	✓	
Demonstrates focused implementation of role and responsibilities.	✓	

Builds strong team ethos where everyone feels valued.	✓	
Provides timely, sensitive and honest feedback on performance.	✓	
Is accountable for own development and encourages the ownership of development needs amongst team members.	✓	
Commitment		
Committed to The de Ferrers Trust values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Trust sites	✓	
Is fluent in the use of the English language	✓	
<p><i>Note:</i></p> <p><i>In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:</i></p> <ul style="list-style-type: none"> <i>• Motivation to work with children and young people.</i> <i>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</i> <i>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.</i> 		

KEEPING CHILDREN SAFE IN EDUCATION:

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check in order to satisfy our statutory obligations.

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.



The de Ferrers Trust

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