



St Philomena's

Catholic High School for Girls

JOB DESCRIPTION

Post Title	Head of Year: Well-being Lead (Non-Teaching)
Salary Scale:	Salary: Grade PO2, Point 29-32, £37,115 - £39,702 per annum (£42,768 - £45750 FTE)
Working Hours:	36 Hours per week Monday – Thursday 8.00am – 4.15pm, Friday: 8.00am to 4.00pm Term Time plus One Week (including Inset Days)
Purpose:	<ul style="list-style-type: none"> To take a strategic lead in developing and evaluating pastoral care and support for students in the Year Group. To ensure the attainment of each student through providing an environment where excellence and professional standards are modelled in order that high standards and aspirations are maintained. To uphold the Catholic ethos and recognise the school as a place where Christ is at the centre.
Reporting to:	Head of Middle School, Senior Leadership, Headteacher
Responsible for:	Team of tutors for the Year Group
Disclosure level	Enhanced

MAJOR OBJECTIVES	<p>In Liaison with the Head of Middle School:</p> <ul style="list-style-type: none"> To lead the promotion of the wellbeing of staff and students in the school with particular reference to the assigned year group team. Be responsible for monitoring and supporting high standards of attendance, punctuality and behaviour within the assigned year group. Be responsible for the welfare and safeguarding of children and young people within the assigned year group. Be responsible for monitoring and supporting high standards of attendance. To support an assigned year group to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all students through a creative and rigorous curriculum. To take an active and positive role in the development of curriculum, attainment and progress within the school. Ensure the school Behaviour Policy is implemented consistently across the school so that effective student learning can take place Monitor and support the overall progress and development of the students within the year group through intervention programmes. Ensure the school Behaviour Policy is implemented consistently across the school so that effective student learning can take place.
SHARED AND LEADERSHIP RESPONSIBILITIES	<p>Shared responsibilities with other Heads of Years (with designated Learning Lead and Well-being Lead duties with a Year Group):</p> <ul style="list-style-type: none"> To share responsibility for, and be proactive in, the strategic leadership and day to day management of the assigned year group. Effective oversight for the assessment and reporting process and the organisation of Parents Evenings, Tutor Team Meetings, Academic Review Day Ensure the appropriate induction of students into the assigned year group. To facilitate the provision of wider opportunities for students beyond the timetabled curriculum To implement school policies and procedures To have a lead role in developing and supporting the role of the Tutor To ensure the activities of the year group reflect the needs of students, the school development plan and the vision of the school

	<ul style="list-style-type: none"> ● To liaise with Heads of Department and other Middle Leaders to maintain a high quality of student learning across the year group ● Shared responsibility for the spiritual, moral, social and cultural development opportunities.
	<ul style="list-style-type: none"> ● Monitoring attendance, punctuality, behaviour and achievement via tutor weekly logs and Arbor data. ● Arrangements for Parents' Evenings, including production of a "Newsletter". ● Leading Parents' Information Evenings which reflects relevant year group issues, e.g., Homework and Study Skills Evening. ● For the production of a Weekly Deep Support Log for the purpose of record keeping ● Organisation of Tutor Team meetings and management of the tutor team. ● Organisation of assembly programme and ways to enhance the spiritual and moral development of students. ● To develop a Head of Year Development Plan in accordance with the School Development Plan. ● To evaluate and produce a termly Self Evaluation document relating to the Year Group responsible. ● To develop action plans for the Year Group which identify clear targets, timescales and success criteria. ● Be responsible for leading one specific whole school initiative

SPECIFIC RESPONSIBILITIES

OPERATIONAL / STRATEGIC PLANNING	<ul style="list-style-type: none"> ● To be responsible for the daily management and pastoral support for the year group, including the effective deployment of staff and physical resources. ● To be responsible for monitoring attendance, punctuality via SIMS data. ● To be responsible for monitoring behaviour including Bullying and Exclusions ● Ensure the activities of the year group reflect the needs of students, the school development plan and the vision of the school ● Lead, develop and monitor effective continuity and progression for the transition of students to/from year groups. ● Production of a weekly year group Bulletin which celebrates, stimulates and challenges. ● Maintain deep support and evaluate success of support for students. ● Work with other Head of Years, SENDCO, external agencies and subject leaders to develop improvement strategies that support student improvement and well-being. ● Shared responsibility in managing emotional well-being of students. ● Attend Child Protection training as required (every two years). ● Support student deep support issues (make referrals, attend meetings, liaise with staff, parents and external agencies).
PASTORAL SYSTEM	<ul style="list-style-type: none"> ● Monitor and support the overall progress and development of the students within the year group ● Promote the school ethos through leading assemblies, activities and behaviour that promotes a caring community ● Ensure the school Behaviour Management Policy is implemented consistently across the school so that effective student learning can take place

STAFFING	<ul style="list-style-type: none"> ● To liaise with the Head of Middle School Achievement & Guidance to ensure that staff development needs of Tutors are identified and appropriate programmes to meet these needs are implemented ● To continue own professional development as agreed with the Head of Middle School Achievement & Guidance ● To ensure effective induction of new staff in line with school procedures ● To be responsible for the day to day management of staff within the year team and act as a positive role model
QUALITY ASSURANCE	<ul style="list-style-type: none"> ● To establish common standards and practice to develop effective teaching and learning across the year group ● To contribute towards school procedures to monitor and improve the quality of teaching and learning across the year group ● To meet termly with student focus group to evaluate progress
ASSESSMENT OF AND FOR LEARNING	<ul style="list-style-type: none"> ● To maintain accurate and up to date information concerning the progress of the assigned year group through the Head of Year SEF document ● To identify and take appropriate action on issues related to student progress as identified by the data ● To report on the progress of individual groups and Year group performance ● To provide Governors with relevant information relating to the Year group as and when required
COMMUNICATIONS	<ul style="list-style-type: none"> ● Communicate the vision and values of the school to students and parents ● Ensure effective communication is maintained with parents ● Liaise and attend meetings with external agencies as and when appropriate ● Ensure referral procedures are followed at all times
PROMOTION OF THE SCHOOL IN THE WIDER COMMUNITY	<ul style="list-style-type: none"> ● Contribute towards school publicity as and when appropriate ● Lead and promote activities to enhance school links with our local community ● Contribute to half termly publication of Philomenian
SPECIFIC ADDITIONAL DUTIES	<ul style="list-style-type: none"> ● Play a full part in the life of the school community ● To support the school in meeting legal requirements for worship ● Promote school policies and procedures ● Follow the school Health & Safety policy and undertake risk assessments as appropriate
CONTINUOUS PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> ● Keep up to date with current technology and oversee/train staff in attendance and registration issues. ● To keep up to date with SIMs training. ● Run workshops, group sessions and individual sessions as and when required

Other Specific Duties

Health and Safety

To work within and ensure staff and student compliance with the School Health and Safety Policy.

Equality Duty

Work within and promote compliance with the School's Equality Diversity and Community Cohesion document.

Training and Development

To attend relevant training and development courses as required and identified during performance appraisals. The performance and development needs of the post holder will be reviewed at least once a year by the line manager.

To undertake such other duties, as required by your line manager, commensurate with the seniority of the post.

Safeguarding

St Philomena's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced Disclosure and Barring Service check.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Holidays must be taken during school closure periods (school holidays).

St Philomena's is a non-smoking site.

Signature: Date:

Headteacher's signature: Date: