



JOB DESCRIPTION	
Job Title	Head of Year
Pay Range	MPS/UPS and TLR1a
Responsible To	Vice Principal
Date Reviewed	January 2021

The Job Description should be read alongside the range of professional duties of Teachers as stated in the latest Teachers' Pay and Conditions Document, under the National Conditions of Service for School Teachers and the CES Contract of Employment.

The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

JOB PURPOSE

To ensure and deliver effective Pastoral support so that individual and groups of students are supported to actively participate in learning and reach their full potential and to promote, share and support the college's responsibility for the safeguarding, well-being, education and positive character of all students.

Support the agreed whole College approach to improvement, developing a year team identity, and promoting positive relationships across the community.

SUPPORTING LEARNING AND TEACHING

- Support the College's drive for Excellence by ensuring any gaps in learning are identified in liaison with Heads of Faculty.
- Identify student groups (e.g. disadvantaged/EAL etc.) and ensure appropriate intervention is provided
- identify, create and implement support packages which have a clear focus on the development of key skills and competencies for all learners
- contribute to coaching, mentoring and sharing good practice
- maintain individual student records with details of intervention and strategies to support learning
- present data on a regular basis to Vice Principal and SLT/Governing Body as required.

ACCOUNTABILITY

- Pastoral and Academic Performance of students within the Year group
- the effective provision of whole college Personal Development Studies
- analysis of data and the identification of underachievement by student group,
- contribute to planning appropriate interventions, and effectively monitor their impact
- overseeing the coordination of reporting structures for students in the Year group
- ensure effective and up to date communication with parents/carers to ensure a three-way partnership in supporting their child's needs
- contribute to and support the implementation of whole College behaviour policies.

STAFFING

- Responsibility for the day-to-day management of staff within your team, leading by example as a positive role model
- work with SLT and HR Manager to ensure that pastoral development needs are identified and that appropriate training and CPD programmes are implemented
- lead and develop form tutors within the team, providing support as necessary
- ensure that PSHCE/RSE and literacy sessions are fully supported by the year team in daily PDS sessions and that the College QA process is followed
- participate in interview processes when required and ensure effective induction of new staff in line with school procedures.

STUDENT ATTENDANCE & PUNCTUALITY

- Monitor Attendance & Punctuality of all students on a daily basis and ensure home visits are conducted as appropriate
- liaise with the Attendance Officer to analyse and interpret weekly and half termly class and year group reports
- work with your team to promote and celebrate excellent attendance
- early identification of students who may be at risk of persistent absence, challenging absence and encouraging their return to College.
- regularly liaise with the Attendance Officer to facilitate Attendance panels when necessary
- monitor and regularly review action plans to reduce the need for formal sanctions (e.g. fixed penalty notices)
- ensure accurate records are kept and maintain an up to date register of students whose attendance or punctuality is of a concern. Discuss weekly with VP and agree an action plan for each
- support the timely movement of learners from lesson to lesson and be a presence on the corridors between lessons and at social times.

POSITIVE BEHAVIOUR

- Promote positive behaviour consistently and fairly, using the student rewards structure
- monitor the behaviour of students within your year group, keeping detailed electronic records) using agreed school systems
- meet weekly with the Vice Principal to discuss students within the year team, and feedback on actions taken
- identify students with SEMH needs, liaising with the Assistant Principal to facilitate effective support strategies.

STUDENT LEADERSHIP

- Identify, develop and implement student leadership opportunities
- encourage and promote student voice within the college
- ensure students effectively contribute to the Catholic life and ethos of the College community

STUDENT GUIDANCE, SUPPORT AND DAILY COLLECTIVE WORSHIP

- Meet each student in the year group at least once a term to discuss progress, identify any support required to promote wellbeing and academic achievement
- co-ordinate resources to promote engagement of all students, including those who are absent due to prolonged illness or injury
- refer any students to support networks including Catholic Care, Step 2 Counselling, Safer School's Officer or other agencies as appropriate.
- monitor CPOMs and other databases and take appropriate actions to support student wellbeing and welfare
- liaise with the Lay Chaplain to embed the Catholic ethos within Assemblies and Daily Collective Worship
- involve the students in the planning and delivery of assemblies and collective worship
- be involved in weekly Pastoral shout and maintain a supportive and positive relationship with your year team
- plan and deliver a weekly assembly to the Year group following the College calendar.

PROFESSIONAL RESPONSIBILITIES

- Actively support, adhere to and promote the College's corporate policies
- comply with the college's Health and Safety policy and undertake risk assessments as appropriate
- support the College in meeting its requirements for collective worship and liturgy
- undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
- keep up to date with curriculum developments in the subject area/teaching practice and methodology
- engage with and attend appropriate internal and external CPD.

This job description is current at the date stated but will be reviewed regularly basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.