



THE ISLAND FREE SCHOOL

Head of Year Job Description

Pastoral / Disciplinary

1. Assume overall pastoral responsibility for a full year group of students and have accountability for a year group of students across the curriculum.
2. Assume responsibility for the welfare of students; follow up incidents; maintain detailed records and student files; have meetings with parents during or after school as required, sometimes with other senior staff members; arrange sanctions where appropriate; communicate with parents; chair Tutor Team meetings and attend Pastoral Team meetings.
3. Attend weekly meetings with the Leadership team.
4. Manage and lead a team of tutors meeting with them both formally and informally on a regular basis in order to coordinate their work.
5. Support the tutors by both counselling and disciplining students as and when appropriate.

Academic

1. Monitor and evaluate the standards of achievement and progress of the Year group by using student data and information.
2. Organise and lead progress meetings with tutors after internal exams.
3. Monitor the rewards system across the Year Group including rewards ceremonies, the recording of mentor targets at the beginning of Michaelmas and Lent terms by each Tutor and the monitoring of Rewards data.
4. Plan and organise the distribution of rewards badges to pupils and to keep clear records of achievement for each pupil under each heading of the D of E programme.

Home School Communication & Record Keeping

1. Respond to parental enquiries by telephone, letter or email as appropriate.
2. 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 student files.

Tutor/Mentor Group System

1. Coordinate the delivery of Year Group Tutor Period.
2. Working in conjunction with the Tutor Team, plan, resource and evaluate the content of the Tutor Period for the Year 7 Tutor Period.
3. Organisation, planning and delivery of PSHEE programme during Tutor Periods.

4. Support the Tutor Team in their delivery of the Tutor Period curriculum.
5. Regularly visit the Tutor Team during the Tutor Period and during Tutor Time.
6. Monitor the use of Tutor Time and report back to Leadership.
7. Monitor student attendance across the Year group in liaison with the tutor and report any issues to the Headmaster.
8. Organise and lead Year 7 Tutor evening for parents in the second half of each term of the Academic year.
9. 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.
10. Manage any minor tutor group changes throughout the Academic Year and ensure that there is an induction programme in place for students entering the Year Group 'mid- term'.
11. Chair Tutor Team meetings producing agendas and minutes.
12. Ensure that tutors are performing tasks such as recording pastoral rewards, setting tutor targets, signing homework diaries weekly and general administration.

Reports and Assessment

1. Ensure all tutors have completed tutor comments on Interim, Exam and Full Reports.
2. Monitor and evaluate standards of achievement and progress following internal exams by chairing Progress Meeting with each Year 7 Tutor.
3. Monitor agreed actions identified within Progress Meetings.
4. Liaise with school community links rep in planning Year group charity work and the planning of these events.
5. Liaise with and support the House Coordinator and House events.
6. Support any whole Year trips.
7. Support the school with the organisation of any extra curricular events.
8. Support the Music Department with the planning and organisation of all Music Productions

Behaviour and welfare of pupils key duties and responsibilities:

1. • Use excellent interpersonal skills to liaise with a range of stakeholders • Demonstrate good listening skills, sensitivity, tact and a sympathetic yet firm manner • Work with parents and their children in promoting regular attendance, punctuality and helping to:
2. promote positive behavior
3. Manage and facilitate short-term and long-term intervention strategies to support students and families in the varying stages of any attendance difficulties
4. Be a committed team worker, time management skills are essential given the variety of this challenging yet rewarding role

5. Show an understanding of safeguarding.
6. Exhibit calmness when dealing with confrontational situations
7. Use ICT skills to enable effective strategic management and implementation
8. To embody the values, vision and ethos of TIFS and assist
9. To support the monitoring, evaluation and continuous review of the quality and effectiveness within the School
10. To support the collaborative work across each department within the School.
11. To keep careful records of interventions and actions taken. To assist in home/School liaison, including home visits, supporting issues relating to student welfare
12. To ensure that parents and students understand and subscribe to the values and ethos of the School in relation to School expectations, and stress its importance at all times
13. To encourage parents to have high aspirations for their children and of themselves and to have high expectations of them through excellent personalised care and guidance.
14. To liaise with and facilitate the work of other staff and outside agencies involved in supporting and maintaining positive behaviour and attendance and attitude,
15. To support necessary measures to improve student attitude including holding reviews
16. To monitor short, medium and long term behavior and attendance patterns and provide support and intervention as appropriate
17. To monitor, and amend when necessary, the attendance policies for students.
18. To be available for students and parents throughout the day.
19. To support the School vision with high visibility at all times, ensuring duties during the day are undertaken and monitored.

Component 1 – Wider Professional Effectiveness

1. Participate in and engage with School Inset and Professional Development, whether in-house or external.
2. Through the mechanisms of Appraisal and Quality Assurance, demonstrate improvement in your role as a result of Professional Development and Inset.
3. Effectively contribute to the School improvement planning process.

Component 2 – Role Model

1. Ensure that 'no student is left behind', in their academic and personal development.
2. Conform to the School's Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping.
3. Build team commitment amongst students and staff alike.
4. Engage and motivate students and staff to do their best by doing your very best.
5. Demonstrate a positive approach to your professional duties and improve the quality of student learning.

Additional Components

1. To consistently uphold the School's aims and strive to attain School Targets.
2. To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the School.
3. To work with students within the framework of the School in a courteous, positive, caring and responsive manner.
4. Play a full part in the life of the School's community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
5. Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
6. Demonstrate both enthusiasm and high standards of professionalism to all School stakeholders.
7. It is the responsibility of each employee to carry out their duties in line with all School Policies promoting a positive approach to a harmonious working environment.
8. The job purpose and key task statements above are indicative and by no means exclusive. The need for flexibility amongst staff is therefore considered important.