**JOB DESCRIPTION:**

**Head of Year (Behaviour & Standards)**

**Role Purpose:**

To support the Principal and wider pastoral team in raising standards and promoting the vision, ethos, and culture of excellence at the Lowry Academy within an allocated year group.

The role focuses on ensuring consistency in behaviour systems, supporting student achievement, and building strong professional relationships.



**Key Responsibilities**

**Behaviour and Standards**

* Lead the behaviour systems for the year group in line with the school’s behaviour policy.
* Monitor student behaviour data and follow up on breaches of standards, including punctuality, uniform, equipment, and homework.
* Coordinate investigations and liaise with senior staff regarding appropriate sanctions such as Reflection, Respite, Suspension, or Off-Site Direction.
* Supervise and act on behaviour escalation thresholds (e.g. repeat detentions, C2s, report card failures), ensuring timely use of support plans.
* Liaise with the Reflection Room Manager to manage day-to-day Reflection attendance and support reintegration after incidents.
* Conduct reintegration meetings following exclusions or prolonged absence, ensuring clear support plans are in place.
* Be a consistent presence during all key routines, including transitions, social times, detentions, and particularly during daily line-ups, promoting high expectations and readiness for learning.
* Lead line-ups for the year group, ensuring uniform and behaviour standards are upheld.
* Supervise social times, ensuring student conduct is calm, safe, and productive.
* Work closely with Safeguarding team to provide excellent pastoral care.
* Work closely with subject leadership to create the best possible conditions for student's academic success.

**Attendance**

* Monitor and improve student attendance within the year group.
* Act early on patterns of absence and liaise with the Inclusion Team where needed.
* Make welcome back calls and work directly with families to reduce persistent absence.

**Parental Engagement and Communication**

* Maintain regular, proactive communication with parents/carers regarding student behaviour, attendance, and support plans.
* Lead meetings with families following incidents to discuss expectations and next steps.
* Act as a point of reference for staff, students, parents/carers and external agencies for matters related to the year group.
* Ensure that relevant information is distributed to the appropriate staff in the Academy in a timely and confidential manner.

**Rewards and Culture**

* Promote and lead the school’s reward system across the year group, ensuring celebration of student achievement and positive conduct.
* Coordinate the issuing of House Points, Values Cards, and Achievement Awards.
* Lead assemblies, including weekly and termly recognition assemblies, to reinforce standards and celebrate success.
* Promote positive engagement in enrichment and House activities, charity events, and student leadership opportunities.

**Academic and Tutor Oversight**

* Support academic progress by addressing behaviour that impacts learning.
* Monitor homework compliance and liaise with the Homework Lead and curriculum staff to follow up on non-completion.
* Lead and quality assure tutor time by providing structure, updates, and guidance for tutors.
* Hold fortnightly meetings with tutors to review key students and coordinate support.



**Operational and Administrative Duties**

* Ensure behaviour and attendance logs on Arbor are accurate and up to date for your year group.
* Supervise and support detentions, ensuring follow-up for students who miss sanctions.
* Work with senior leaders and admin staff to prepare documentation for exclusions, respite placements, and reintegration meetings.
* Liaise with the Senior Behaviour Lead and SEND team to ensure the needs of vulnerable students are met.
* Participate in on-call and Internal Exclusion rota duties as directed.
* Track and monitor students on alternative provision and ensure they are supported appropriately.
* Assist with the transition and induction of new students into the year group.

**Professional Conduct**

* Act as a role model to students and staff through high standards of professionalism, attendance, punctuality, and behaviour.
* Build respectful, supportive relationships with students, staff, and families.
* Lead line-ups and assemblies with consistency and clarity.
* Always uphold the academy’s behaviour expectations and uniform standards.

**Additional Duties**

* Act as a point of reference for staff, students, parents/carers and external agencies.
* Ensure that relevant information is distributed to relevant staff in the Academy.
* Undertake any other reasonable task as directed by the Headteacher.
* Attend relevant training and professional development.
* Maintain an organised calendar of meetings, deadlines, and year group events.
* Support with the planning and supervision of events relevant to the year group.

*The Head of Year will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.*

*The information contained above is to help staff understand and appreciate the work content of their post and role they are to play on the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of a post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used: in which case all the usual associated duties are included in this job description.*

*Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that will carry out. The postholder may be required to do other duties appropriate to the level of the role. This job description will be reviewed as and when necessary, in accordance with the needs of the academy*.