**JOB DESCRIPTION**

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| Job Title: | Head of Year / Pastoral Manager |
| Responsible to: | Phase Leader |
| Grade: | SC5 (SCP22-25) |

**Job Purpose**

* To take responsibility for the personal development, behaviour and welfare of all pupils within the cohort
* To work with individual young people who are at risk of exclusion or have attendance difficulties.
* To manage a team of tutors to enable and ensure effective and consistent support is in place across the cohort
* To ensure effective communication with parents, creating and maintaining positive relationships that support the best interests of the child
* To encourage and support vulnerable young people by raising their self-esteem, aspirations and outcomes
* To support multi-agency planning (including the coordination of in-school meetings).
* To ensure meaningful learning is maintained for pupils in isolation, accessing alternative provision or excluded from school.
* To ensure effective communication between the pupil support team and other staff (including tutors/teachers) so that all pupils’ needs are consistently met

**Specific Duties and Responsibilities**

**Attendance & Behaviour**

* To monitor, review and intervene to improve pupil punctuality, attendance and attitudes to learning. Where necessary, work with the EWO around serious attendance concerns.
* Be the first point of contact for parents in issues around the personal development, welfare and behaviour of pupils in an assigned year group.
* Day to day support of pupils on report.
* Co-ordination of pupil documentation for formal purposes e.g. governing behaviour support / cover work for pupils on FTE / illness / other.
* To work with pupils and their families in re-admission planning following minor Fixed Term Exclusions from school.
* Investigation, recording and reporting of incidents.
* Provide pupil information, advice and guidance on issues that present barriers to learning and well being.
* To create learning supports plans / PEPs and ensure regular contact with parents to follow up issues/incidents.
* To attend pastoral filter meetings to discuss, plan and deliver work around vulnerable pupils.
* Manage and administer the school rewards and sanctions systems

**Achievement and Progress**

* Work with the Phase Leader to ensure all groups of pupils meet their academic targets.
* Support the co-ordination and delivery of intervention programmes.
* Contribute to the production of pupil reports, including quality assurance.

**Learning Support and Inclusion**

* Assist with the supervision of pupils at social times, including before and after school
* Meet regularly with the Director of Inclusion and KS3 Year Team Leaders to review and plan pro-actively for pupils e.g. at transition points
* To support appropriate learning provision for pupils in isolation.
* Attend and participate in relevant meetings as required
* Act as the named Key Worker for Looked After Children in assigned year group

**Events**

* To lead and support assemblies, including daily collective worship.
* To support the organisation of Parents Evenings and any other events that relate to the cohort.
* To attend Parents Evening, Year Team meetings/multi agency meetings as appropriate.
* To support and attend school trips and enrichment activities relevant to the cohort.

**Admissions/Transition Arrangements**

* To support in year and start of year admissions, liaising with the relevant internal teams and external agencies
* To develop and implement effective and supportive transition programmes for the cohort

**Other**

* Any other duties commensurate with the grade in order to ensure the smooth running of the school

**Notes:**

* The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
* The duties described in the Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Academies Equal Opportunities Policy.

**June 2019**