**Job description – Head of Key Stage 3**

The Head of Key Stage is expected to:

1. Supervise attendance and punctuality – check attendance registers regularly, discuss issues relating to a absence, truancy and punctuality with tutors and, where appropriate, with the schools’ Attendance and Education Workface Officer or relevant member of the Leadership Team;
2. Arrange and conduct meetings with parents in order to acquaint them with school policy, or do discuss any welfare problems arising concerning a particular student;
3. Attempt to know all students in the appropriate year group as well as possible and to become accepted as a person whom they can turn for guidance, in addition to their tutor;
4. Work with the other heads of key stage in an atmosphere of mutual respect and support, sharing and developing areas of expertise;
5. Work with tutors on war cabinet pupils
6. Encourage and support staff in the performance of their duties and brief relevant member of the Leadership Team with regard to such matters as INSET requirements and any support needs;
7. Be a member of the Extended Leadership Team;
8. Organise open days and other events for the key stage;
9. Be responsible for Whole school SMSC;

1. Being the first point of contact for referrals, holding referral meetings and liaising with SENCo;
2. Assist in the production, administration and delivery of the key stage pastoral curriculum;
3. Liaise with appropriate outside agencies;
4. Prepare and hold such assemblies with groups as required by the Headteacher;
5. Arrange, where appropriate, for the close monitoring of student’s progress and/or behaviour using the school’s report system including the holding of regular checks by the tutor
6. Be responsible for the maintenance of all appropriate records including students’ individual files and reports;
7. Direct the preparation of grade summaries, reports and references as appropriate – including confidential court/social enquiry/medical reports;
8. Support tutors in the monitoring of work and proper use of the school daily diary in accordance with current policy;
9. Co-ordinate all information received from whatever source regarding an individual student and to ensure that such information is recorded ad distributed where appropriate. This should include checking that appropriate action is taken;
10. Write to parents and/or outside agencies when and where necessary ensuring that the Leadership Team member with the relevant Key Stage responsibility is kept advised as appropriate;
11. Support the production of student pastoral reports to parents.