

## Job description

Frances Bardsley Academy for Girls are part of the LIFE Education Trust, a group of schools who work together and have the same mission, to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion.

We are looking for brilliant people to join LIFE Education Trust who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	Head of Year
<b>Grade</b>	SO1.23 to SO1.25
<b>Contract</b>	36 hours a week, 38 weeks a year
<b>Reports to</b>	Deputy/Assistant Headteacher
Job Particulars	
	<ul style="list-style-type: none"> <li>• To be responsible for the welfare, discipline, behaviour and academic progress of all students in the year group.</li> <li>• To support the school ethos and aims</li> </ul>
Duties & Responsibilities	
	<p><b>Ethos</b></p> <ul style="list-style-type: none"> <li>• To develop personal knowledge of students and provide information and advice as required.</li> <li>• To make a positive contribution to the overall development of the school in cooperation with other colleagues and outside agencies.</li> <li>• In collaboration with all colleagues and parents/carers, be responsible for: <ul style="list-style-type: none"> <li>○ the moral, intellectual and social development of students.</li> <li>○ pastoral care safeguarding, sanctioning, rewarding and counselling of students</li> </ul> </li> </ul> <p><b>Admissions</b></p> <ul style="list-style-type: none"> <li>• To liaise with other schools on the transfer of students as they progress</li> <li>• To coordinate the in-year admission process for the year group with new students joining the school</li> </ul> <p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>• To keep, maintain and track student records related to attendance and punctuality</li> <li>• To implement school strategies to improve attendance and punctuality.</li> <li>• To liaise with the Education Welfare Officer (EWO) assigned to the school over matters relating to the welfare of students and attendance.</li> <li>• To communicate regularly with all stakeholders about attendance and punctuality for the year group</li> </ul> <p><b>Behaviour</b></p> <ul style="list-style-type: none"> <li>• To implement the school Behaviour Policy</li> <li>• To keep, maintain and track student records related to behaviour, e.g. Achievement and Behaviour Points; detentions; suspensions</li> </ul>

- To liaise with colleagues and parents/carers related to positive and negative behaviour
- To ensure the rewards system is implemented for the year group
- To check uniform regularly and intervene to ensure high standards of appearance are maintained
- To support with the on-call system for the year group
- To communicate regularly with all stakeholders about behaviour & achievement and punctuality for the year group

#### **Academic support**

- To keep, maintain and track student records related to academic attainment and progress
- To coordinate and support teachers, departments and the SLT with implementing academic interventions and strategies
- To coordinate work for students who have been suspended or long-term sick
- To liaise regularly with the SEND team to best support students.
- To ensure information pertaining to individual student progress and attainment is shared with students, parents/carers, tutors and teaching colleagues; this includes coordinating parents' evenings
- To organise and liaise with the SLT progress lead on monitoring student progress and attainment.

#### **Pastoral Support and Safeguarding**

- To participate in decisions relating to students.
- To liaise with the member of SLT with oversight of pastoral care.
- To formulate policy on pastoral care in conjunction with other relevant colleagues.
- To liaise with external agencies, help write reports and attend appropriate meetings when required, some of which may be at a different site.
- To attend CLA meetings and deal with vulnerable students.
- To complete MARF forms when required.
- To complete Welfare Checks when required
- To attend supervision sessions.
- To visit family homes and provide support when required.
- To keep up to date with the latest research pertaining to pastoral care of students.
- To implement the school Safeguarding procedures.
- To regularly update the vulnerable needs tracking for their year group.

#### **Tutor Team**

- To manage the team(s) of tutors and the delegation of responsibilities and tasks.
- To oversee aspects of the day-to-day running of tutor teams.
- To be responsible for the standards of form time within the year group.
- To lead their year group's form reps.
- To conduct pastoral climate walks regularly

#### **Enrichment**

- To participate in cross-curricular developments within the school.
- To lead and manage the assemblies for the year group and liaise with the people presenting the assemblies.
- Use tutor time and assembly time to promote British Values.
- To encourage and develop cooperation and teamwork through inter-house competitions.

#### **Teamwork and Transition**

- To deliver updates and training through the school bulletin/briefing.
- To contribute to whole school training when appropriate.

	<ul style="list-style-type: none"> <li>• To attend Progress Manager/Head of Year meetings.</li> <li>• To liaise with other Progress Managers on the transfer of students as they progress</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• To be on 'duty' points in line with the duty timetable.</li> <li>• To participate in relevant colleagues development programmes within the school and local authority and when appropriate, contribute to in-service training of less experienced colleagues.</li> <li>• To conduct climate walks during the day</li> <li>• To undertake any duties at the direction of the Joint Headteachers which are consistent with the responsibilities of the post.</li> </ul>
<b>General</b>	
	<ul style="list-style-type: none"> <li>• To ensure that agreed school policies are adhered to.</li> <li>• Unless there are exceptional circumstances, each Progress Manager/ Head of Year follows the year group from Yr. 7 to Yr. 11.</li> <li>• Each Progress Manager/ Head of Year will be required to undertake any reasonable request from the Joint Headteachers.</li> <li>• Each Progress Manager/ Head of Year will be responsible for specific tasks depending on the Year Group</li> </ul>

This job description is current at the date shown, but, in consultation with you, may be changed by the Joint Headteachers to reflect or anticipate changes in the job commensurate with the grade and job title.