

## JOB DESCRIPTION

<b>JOB TITLE –</b>	<b>Head of Year</b>
<b>Reporting To</b>	<b>Year Team Leader</b>
<b>JOB GRADE</b>	<b>NJC point 9 – NJC point 20 (pro rata)</b>

## CORE PURPOSE

- To assist the Year Team Progress Lead in ensuring student progress and achievement in accordance with the aims of the Academy and policies determined by the Principal, Local Governing Board and Central RSA Academies Trust
- To embody the values, vision and ethos of the RSA Academy and assist in delivering policy which will ensure high quality provision and successful outcomes
- To help monitor students' behaviour ensuring that follow-up procedures are adhered to and that appropriate action is taken as and where necessary
- To assist the Year Team Progress Lead in supporting student welfare and development
- To assist in the implementation of Academy policies and procedures to promote successful student engagement and progress
- To serve as a member of the RSA Academy and to act as a role model of professional conduct and presence with colleagues, students, Academy representatives, parents and the wider community
- To participate in duties before, during and after school, together with colleagues, according to the agreed rotas

## MAIN DUTIES

**The following is not an exhaustive list of tasks, however, gives an overall range of duties and supervisory responsibilities which reflects the position**

## STANDARDS

- To ensure that all students uphold the RSA Academy Code of Conduct
- To be the first port of call for parents, in liaison with the Form Tutor, in relation to student attendance and behaviour encompassing any issues surrounding poor attendance, behaviour or timekeeping.
- To ensure that parents and students understand and subscribe to the values and ethos of the Academy in relation to attendance and the RSA Code of Conduct, stressing the importance of high standards at all times
- To encourage parents to have high aspirations for their children and of themselves and to have high expectations of them through excellent pastoral care and guidance.

## SPECIFIC DUTIES

- To assist the Year Team Progress Lead in promoting positive behaviour and conflict resolution
- To assist in the implementation of the Academy's Behaviour for Learning Policy so that effective learning can take place
- To actively promote and support the Academy's rewards system
- To manage attendance, behaviour and welfare efficiently to ensure that systems are followed to inform target setting for students and to prioritise work in the area
- In conjunction with the Year Team Progress Lead, ensure whole Academy attendance matches or exceeds the national average with improving student punctuality year on year
- To monitor attendance patterns on a daily/weekly/termly basis and report them to the Year Team Progress Lead
- To support necessary measures to improve student attendance including holding attendance reviews and rewarding good attendance through assemblies and other measures
- Communicate with staff, students and parents on the issues surrounding behaviour, punctuality and attendance

- Encourage both students and parents to strive for 100% attendance with excellent timekeeping both in school and at any external placements
- To make home visits regarding attendance issues

## LIAISON

- To assist the Year Team Progress Lead in ensuring effective communication, as appropriate, with parents/carers of students in their Year Group and that all such communication is recorded via the Pastoral Admin Support
- To participate in regular meetings with colleagues to collaboratively plan priorities. Agreeing targets for raising standards, improving achievement and sharing good practice
- To attend meetings with parents and external agencies when required, to report incidents of absence/lateness, in collaboration with the Year Team Progress Lead
- Ensure that appropriate, frequent and consistent contact with parents is maintained on all aspects of progress in attendance punctuality and learning
- To instigate first day absence phone calls to parents
- To attend and contribute to team meetings
- To liaise with Year Team Progress Leads, Assistant Principal: Attendance and Behaviour, SENDCo and other agencies to identify students at risk of disaffection and to devise, implement and evaluate individual Student Support Plans (SSPs)
- To support students with behavioural difficulties and to liaise with learning support staff to support staff to support the entry, exit and re-integration of students who require specialist provision (where applicable)
- To promote the speedy and effective transfer of information between previous schools and the Academy at each key stage/phase of education
- Liaising with LACES re LAC and organising PEP for LAC
- To liaise with school nurse and medical needs team re vaccinations and individual needs. Ensuring all care plans are in place and up-to-date
- To network with colleagues in other schools and the Central RSA Academies Trust to share best practice
- To assist partner organisations to share information where appropriate

## INTERVENTION

- To liaise with the Year Team Progress Lead in analysing and evaluating pastoral data so that appropriate interventions can be made with identified students
- To implement agreed strategies to improve attitude, behaviour and engagement in learning
- To implement initiatives to promote and support good health and wellbeing with the student body
- To enable students to overcome individual barriers to learning
- To develop a 1:1 mentoring relationship with students identified as needing support and to devise, implement and evaluate individual Student Support Plans (SSPs)
- To build up detailed knowledge of the support services available, serving as the initial point of contact for students and accessing specialist support as appropriate
- With Academy staff and external agencies as appropriate, to participate in the comprehensive assessment of students to identify those in need of extra help overcome barriers to learning
- To inspire and support, often vulnerable and/or excluded individuals, to access learning opportunities
- Organising Pupil Premium (LAC) based on agreed Personal Education Plans

## SAFEGUARDING

- To play a full part in safeguarding students and contributing to their personal development and well-being through being a trained member of the safeguarding team at the Academy
- Organising whole school intervention as appropriate and acting as Designated Safeguarding Lead (DSL)
- To liaise with Vice Principal: Attendance, Behaviour and Inclusion re referrals to Children's Services – attending Child Protection Conference and Core Group meetings as appropriate

- To ensure that all students have a safe environment in which they can learn, following up any concerns highlighted
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify children who may benefit from early help as soon as possible
- To consider at all times what is in the best interests of the child
- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all children to have the best outcomes
- Ensure full compliance with statutory guidance related to the Single Central Record

### ***Managing referrals***

- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies

### ***Training***

- Keep informed of the process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments
- Have a working knowledge of child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- Ensure each member of staff has access to and understands the child protection policy and procedures, especially new and part time staff

### **OTHER**

- To carry out any other reasonable duties as directed by the or Year Team Progress Lead, member of the Leadership Team or Principal
- To participate in relevant Continuous Professional Development and Learning (CPDL) which results in high quality pastoral and welfare support
- To play a full part in the life of the school community, to support its distinctive ethos and to encourage other staff and students to follow this example.
- To undertake a specific whole school pastoral role (see additional duties)
- To engage actively in the appraisal process
- To work as a member of a designated team and to contribute positively to effective working relations within the school
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified
- Employees are expected to adhere to the Central RSA Academies Trust agreed Code of Conduct
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- Be alert to the specific needs of children in need including those children with special educational needs and young carers and ensure the relevant staff members are made aware of this
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Obtain access to resources and attend any relevant or refresher training courses
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and the procedures which are in place to protect them
- Make sure staff are aware of training opportunities and the latest local issues on safeguarding

## **Raising Awareness**

- Ensure our related policies are known and used appropriately
- Ensure our child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this

Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of RSA Academy in this

## **ADDITIONAL SPECIALISMS**

We may require individuals to act as specialist in certain areas

- Attendance
- Deputy DSL/ Safeguarding
- Family Support/ Liaison
- LAC
- Student Intervention/ Isolation Room

## **LIAISING WITH**

Vice Principal: Attendance, Behaviour and Inclusion, Assistant Principal: Attendance and Behaviour, Year Team Progress Lead, Form Tutors, Pastoral Admin Support, Assistant Principal: SENDCo, external agencies as appropriate and parents/carers.

## **AGREEMENT**

I agree

- To undertake all duties reasonably requested in a manner consistent with the mission and aims of RSA Academy
- To undertake such other tasks appropriate to the level of appointment as the Principal may reasonably require
- That the duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities as set out within your pay and conditions
- This job description is current at the date shown but in consultation with the post holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title

**Signed:**

**Dated:**