



Sir Herbert Leon
Academy
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Job Description

Job Title: Head of Year (non teaching)

Location: Sir Herbert Leon Academy, Milton Keynes

Hours of work: 37 hours – 39 weeks

Reports to: Senior Head of Year

Purpose of the Role:

To support the variety of behavioural, emotional and academic needs of students to promote high standards of behaviour and ensure that students make at least the required amount of progress in their learning across all subjects.

To track and improve attendance of students.

Responsibilities:

Principal Accountabilities

- To support learners to make at least the required amount of progress in subjects by promoting high standards of behaviour for learning, punctuality and attendance.
- To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the students to be supported.
- Act as a role model, challenge and motivate, promote and reinforce self-esteem and establish productive working relationships with students.
- Liaise with SLT/PSHE lead responsible for tutor activities.
- Engage with students during breaks, lesson changeovers, lessons and lunch time ensuring students arrive on time and corridors are clear.
- Work closely with the Head of House to ensure students are in school and in lessons.
- Monitor and support targeted students.
- Provide administrative support e.g. behaviour logs, overseeing statements after incidents and the collating of attendance logs.
- Work closely with outside agencies to provide holistic support for students to maximise time in lessons and enable compliance with Academy policies.

- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Monitor and promote standards of uniform and dress code, punctuality and attendance during the school day and behaviour in and around the school.
- To investigate any incidents of inappropriate behaviour, bullying, fighting or damage to school property.
- To identify students that need positive intervention and be part of the referring process.
- To identify students that need ISPs and be involved in supporting ISPs.
- To set SMART targets and promote positive reports.
- Deliver positive assemblies with a focus on praise and encouragement.
- Run weekly parent drop-ins, promote positive relationships with parents/carers and be their first point of contact.
- To take a holistic approach in working with students, offering them support and guidance.
- To support hot spot lessons when required.
- To undertake a rota of callouts and FTI slots as directed by the Senior Head of Year.
- Collate witness statements from students and staff relating to any incidents which occur during the school day.
- Ensure that any causes for concern are recorded and passed to the Safeguarding Officer.
- To liaise with other relevant staff, parents and outside agencies and to attend meetings as directed by LM.
- To ensure that the Student Services team are aware of all incidents and regular updates on progress are communicated to all relevant parties.
- Motivate and encourage learners as required.
- Help learners to concentrate on, and finish, the work set (can involve in-class work or homework support).
- Meet physical needs as required whilst encouraging independence.
- Liaise with subject teacher, and or/or SENDCo about specific needs as required.
- Help to develop appropriate resources to support the student.
- Build supportive relationships with students, helping additionally to maintain their care and wellbeing.
- To encourage acceptance and inclusion of the students with identified needs.
- To develop methods of reinforcing/promoting the student's self-esteem.
- Maintain confidentiality at all times.
- Ensure that Safeguarding training is up to date and that correct procedures are enforced.

- Take part when required in meetings with parents for students supported and be prepared to make parental contact by telephone or email where necessary.
- Maintain Progresso records and quality-assure other staff's recording on Progresso.
- Undertake 'horizontal' responsibility as negotiated with Principal, including impact analysis.

Other clauses:

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
- There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Job Title: Head of Year

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	GCSE (A*-C) or equivalent in Maths and English. Willingness to gain evidence of professional qualifications relating to education. Willingness to undertake First Aid training. Willingness to undertake further work related training.	Relevant professional qualification e.g. NVQ
Knowledge/Experience	Specific knowledge/ experience required for the role	Awareness of the variety of issues that can affect students' behaviour, learning and academic progress as well as an understanding of effective strategies for overcoming these barriers. Working knowledge of requirements and obligations relating to child protection, health & safety and data protection. Able to manage tutor time processes. Understanding of restorative behaviour management and how it relates to the school's Personal Development, Behaviour and Welfare policy.	Experience of working with children, preferably in a school environment.

		<p>Able to manage and encourage good behaviour.</p> <p>Able to develop positive and meaningful relationships with students. Able to communicate with pupils, parents and carers about pupil's progress.</p> <p>Competent ICT skills, including use of word processing and spreadsheet software.</p> <p>Ability to work constructively as part of a team.</p> <p>Ability to relate well to children and to adults.</p>	
Skills	Line management responsibilities (No.)	N/A	
	Forward and strategic planning	N/A	
	Budget (size and responsibilities)	N/A	
	Abilities	N/A	
Personal Characteristics	Behaviours	<p>Ability to communicate effectively in English, both verbally and in writing.</p> <p>Ability to lead on specific areas of support.</p> <p>Able to build effective working relationships with a range of individuals (including form tutors, staff, students, parents and</p>	

		<p>representatives from outside agencies).</p> <p>Good interpersonal skills.</p> <p>Ability to work under pressure.</p> <p>Confidentiality.</p> <p>Patience.</p> <p>Interest in needs of young people</p> <p>Ability to deal with students throughout the day sometimes in confrontational situations.</p>	
Special Requirements		<p>Right to work in the UK</p> <p>Evidence of a commitment to promoting the welfare and safeguarding of children and young people.</p> <p>Willingness to undertake appropriate school based training and development.</p> <p>Flexibility and self-motivation.</p> <p>This post is subject to a Disclosure and Barring Service Certificate, which will be sought for the successful candidate.</p>	