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**HEAD OF YEAR (Non-teaching)**

**JOB DESCRIPTION**

**GRADE** Grade 6

**WORKING PATTERN** 35 hours per week (8:00 am – 3:30 pm), Term time only plus 5 days

**RESPONSIBLE TO** Pastoral Manager

**ACCOUNTABLE TO** Key Stage Leader/Assistant Headteacher

**MAIN CONTACTS**

All members of the staff team (teaching and support) as well as students, parents, members of the public and external agency workers.

**MAIN PURPOSE OF THE JOB**

* To make a major contribution to the strategies and priorities of the school by promoting and safeguarding the behaviour, health, safety, personal, social and emotional welfare of students in the allocated year group.
* To make a major contribution to the welfare of students within the allocated year group through the provision of appropriate support and guidance and the co-ordination of all non-academic interventions.
* To support the Key Stage Leader and Pastoral Manager in their daily duties.

**KEY TASKS**

The Head of Year will work collaboratively with Key Stage Leader/Pastoral Manager and other Heads of Year to improve outcomes for students. The principal accountabilities of the role are set out below but they are not intended to reflect an exhaustive list of duties.

**MAIN DUTIES**

1. **Creating a strong year group ethos, promoting a culture of success and high achievement for all students**
* Maintaining a high profile around the school and with families
* To ensure standards of equipment, journal and uniforms are upheld
* Leading and supporting Year Assemblies in partnership with family tutors and the leadership group
* Attending and leading Presentations, Review Days, Parents Meetings, BAR meetings and Rewards Assemblies as required
* Taking a strategic role in the behaviour of students in the year group
* Taking a strategic role in the progress of students in the year group
* Implementing school rewards, sanctions, policies and initiatives
* Ensuring that line managers and relevant parties are informed of matters pertaining to the year group
* Assisting, where required, in exam invigilation
* Line managing family tutors within year group
* Leading year team protocol and BAR meetings
* Chairing regular Year team meetings
* Facilitating the delivery of the curriculum and behaviour modification strategies to small groups of students whilst supervising within the Internal exclusion room
1. **Overseeing students’ personal, social & emotional welfare and providing appropriate guidance**
* Working closely with tutors, key school staff, parents and outside agencies to support the personal, social and emotional welfare of students in the allocated year and work with other key staff to support, in particular, students who are underachieving
* Making counselling referrals internally and referrals to other outside agencies via and in close liaison with the appropriate coordinator in school.
* Promoting anti-bullying strategies in liaison with the Assistant Headteacher (Behaviour) and giving support and guidance on friendship and bullying issues via restorative approaches
* Promoting the school’s policy on safeguarding and working closely with the Designated Person for Safeguarding in respect of vulnerable individuals where appropriate
* Playing a key, and sometimes leading, role in assessing/meeting the pastoral needs and overseeing support arrangements of Students in LA Care, under the guidance of the Designated Person
* Playing a key role in EHA-TAC Meetings, managed move meetings and LAC/PEP reviews
* Completion of referrals and assessment documentation, including CAFs
* Creating and updating student’s profile records
* Working closely with the school nurse, SEN team and Leadership to ensure that information in school on students’ medical conditions is up to date and properly recorded and correct procedures are followed regarding giving of medication or any medical procedures carried out in school
* Analysing first aid logs for patterns and trends and taking appropriate follow up action.
* Supporting In Year Admission meetings and processes
* Attend and monitor managed move meetings and reviews
* Being on call and available to students in the year group throughout the day and having a visible presence around the school
* Responding to referrals to Welfare on call response
* Mentoring individuals and small groups of students
* Investigating incidents, gathering statements, reporting on outcomes and implementing appropriate sanctions.
* To coordinate and support planned events e.g; photographs, immunisations etc
1. **Maximising student attendance and punctuality**
* Being pro-active in promoting good attendance and punctuality within the year including taking late detentions
* Monitoring attendance and punctuality and employing appropriate intervention strategies with groups and individuals who are attendance concerns
* Working closely with the Attendance Officer and other appropriate individuals to maximise attendance and reduce Persistent Absentees
* Engage in home visits in accordance with Safeguarding procedures
* In conjunction with the Attendance Officer, contact parents immediately where students are absent from Examinations
1. **Encouraging Positive Behaviour**
* Promoting the Catholic values at The Barlow RC High School
* Promoting and implementing school policies on Rewards and Sanctions and behaviour management including reporting positive indicators to families
* Celebrating and rewarding positive behaviour
* Supporting specific students to achieve improvements in their behaviour
* Following up and dealing with incidents, in liaison with other Heads of Year and Leadership where appropriate
* Supervising the Inclusion Unit and/or the Internal Exclusion Facility as required.
* Undertaking regular patrols around the school as required
* Overseeing student responsibilities within the year
* Encouraging student participation in year & school events
* Supporting with student leadership and student council meetings and initiatives
* Conducting reintegration meetings with students and parents following Fixed Term Exclusions
* Overseeing Head Of Year detention sanctions
* Investigating, reporting, sanctioning and mediating in bullying incidents
* Monitoring and analysis of bullying logs and records, taking follow up action as appropriate.
* Preparing documentation for Governor’s discipline panels and Permanent exclusions in accordance with the required timescales.
* Initiating workshops, external speakers or presentations as a preventative and educational measure regarding key issues: Safeguarding, bullying, sexting, racism etc
* To attend and be proactive on school duties before, during and after school as per the duty rota.
1. **Working with parents**
* Building, sustaining and developing a strong home: school partnership and working closely with parents and outside agencies to promote student welfare
* Taking a pro-active role in communicating and working with parents as partners to promote positive student behaviours and outcomes
* Managing mid-term new admissions: organising appropriate assessments~~,~~ setting up timetables, buddies, etc
* Liaising with parents, students and other colleagues where appropriate, prior to students joining school
* Attending and working as part of the team organising Open evenings, Parents Evenings, Review days etc as required
1. **Working with Outside Agencies**
* Working collaboratively with outside agencies, as required, to promote student well-being
* Compiling reports and other information on individual students for outside agencies, as required
1. **Management and use of Year Records and Administrative systems**
* Ensuring accurate record keeping of work within the year, collectively and for individuals
* Sharing responsibility for ensuring that data held on SIMS is accurate
* Accessing and using SIMS and in-school tracking systems
* Providing up to date data and records on individuals and groups as required
1. **Adopting practices needed for the success of this role. This will include:**
* Promoting an inclusive culture ensuring that opportunities are provided for all students
* Supporting the extended services, ECM and Community Cohesion
* Oversight and implementation of School Core Values, Behaviour policy & procedures within the year group and across the school
* Attending relevant training and Inset sessions related to the role

Everyone who works at The Barlow RC High School has the responsibility for promoting the safeguarding and welfare of children.

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**PERSON SPECIFICATION**

**Experience**

* Experience of working with students/young people and their families
* Experience of providing pastoral care
* Experience of providing intervention programmes
* Experience of dealing with difficult and challenging situations

**Knowledge**

* Knowledge and awareness of issues and factors related to underachievement and barriers to learning and participation
* Knowledge of building effective one-to-one mentoring
* A knowledge of current educational issues especially in relation to pastoral care and child protection
* A clear understanding of pastoral and student guidance and support issues in schools.
* Training in safeguarding or counselling would be an advantage

**Skills and Abilities**

* Excellent communication skills, both written and verbal with the ability to communicate effectively with a wide range of audiences including school staff, students, parents and outside agencies
* Ability to build effective relationships with students and young people and develop strategies to remove barriers to learning
* Ability to work as part of a team
* Ability to inspire and motivate students across the school to achieve their potential, leading by example
* Ability to maintain complete confidentiality and act with sensitivity and discretion at all times.
* Ability to keep calm under pressure
* Ability to analyse and use data
* Ability to organise work, prioritise tasks and manage time effectively

**Other**

* Flexibility to adapt to changing workload demands and new school challenges
* Commitment to equal opportunities
* A willingness to apply for an Enhanced DBS check
* A willingness to undertake additional training, keep up to date with developments and changes in good practice.