

Job Description: Head of Year 8



Title of Post	Head of Year 8
Grade and SCP	Leadership L1-6
Post Status	Permanent
Accountable To	Assistant Headteacher Behaviour & Culture

Main Purpose

To provide strategic leadership for Year 8, ensuring high standards of achievement, behaviour, attendance, safeguarding and wellbeing. The postholder will lead and coordinate pastoral and academic support to ensure students are supported in Year 8 , overcoming any barriers to learning and achieving their full potential.

Working closely with the Assistant Headteacher (Inclusion), Curriculum Leaders, Pastoral Teams and external agencies, the Head of Year will promote a culture of high expectations, inclusion and belonging, supporting both individual students and the wider year group.

Duties & Responsibilities

Raising Standards Leader

- Raise standards to ensure all students achieve their potential in line with their prior attainment data through removing barriers to learning
- Lead the Raising Attainment Board to identify students at risk of underachieving to inform allowing appropriate interventions to be actioned
- Support specific students identified by the Raising Attainment Board
- Analyse progress data for Year group and monitor appropriate interventions following discussion at Raising Attainment Board and Panel Meetings
- Manage both the people (Pastoral Support Officer and Form Tutors) associated with each year group.
- Promote the values and ethos of the school through leading high-quality assemblies.
- Have an overview of the range of barriers to learning that impacting on student progress, with reference to behaviour for learning, in and out of the classroom.
- Have responsibility for running and contributing to raising achievement plans which includes monitoring and organising intervention groups.
- To ensure any Safeguarding issues are directed to the Strategic Safeguarding Lead
- To liaise with the SENCO to ensure provision for all students within year groups is suitable
- Liaise with Curriculum Leaders and Assistant Headteacher (Raising Standards Lead) as

- necessary to support identified students
- Produce intervention reports as required for individuals or groups of students

Pastoral Leadership:

- Build a year group identity and sense of belonging for students
- Develop a Tutor Program for the Year group that takes into account spiritual, moral, social and cultural development, including the promotion of British values.
- Monitor the ethos and behaviour of the House group and plan appropriate interventions where needed
- Promote and maintain high standards of behaviour and uniform students
- Prepare resources for Pupil Planning Meetings, Pupil Disciplinary Meetings
- Promote and maintain high standards of attendance
- Monitor attendance and punctuality and escalate concerns in line with school procedures.
- Support the implementation of attendance interventions.
- Oversee and contribute to the Assess, Plan, Do, Review (APDR) cycles, and Annual Reviews for students requiring additional support.
- To ensure positive relationships with parents so that they are fully aware of any issue with a student and to ensure appropriate documentation is maintained
- Lead parents evening for the Year Group

Behaviour and Safeguarding:

- Respond to and support the management of behavioural incidents in line with policy.
- Record incidents and contribute to follow-up actions as directed by senior staff.
- Maintain accurate records of incidents and interventions.
- Provide daily behavioural updates to Assistant Headteacher Inclusion to support sanctions and interventions.
- Provide effective cover for staff absences in the Reintegration Room, Removal Room, and support the on-call rota.
- Identify and report safeguarding concerns within the year group to the DDSL or DSL promptly and in line with the school's safeguarding policy.
- Complete before school, break, lunch and after school duties

Parental and External Engagement:

- Organise, support and attend parental meetings to discuss behaviour, attendance, and progress.
- Contribute to communication with families and external agencies.
- Liaise with external agencies and professionals to support student wellbeing and development.
- Manage PEP meetings and paperwork, Early Help referrals and plans for students and families in need of additional support.
- Contribute to the delivery of the Pupil Premium strategy within the year group, and relevant information and support to Pupil Premium families.
- Support the effective inclusion and progress of Children Looked After (CLA) and Post-CLA students within the year group

Transition and Milestone Events:

- Support the organisation and delivery of milestone events specific to the year group (e.g., rewards trips, prom, celebration assemblies).
- Lead on Year 8 Enrichment Week activities

Professional development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness;
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Other Responsibilities

- Responsibility for safeguarding and promoting the welfare of children.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all schools policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the Schools and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Headteacher signature:

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Date:

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Postholder's signature:

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Date:

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	Essential	Desirable
Qualifications	• Good standard level of education • 5 GCSE's or equivalent, including English and Maths	• Relevant qualification in education, youth work, safeguarding or pastoral support • Training in behaviour management, safeguarding or SEMH • First Aid qualification or willingness to undertake training
Work or Relevant Experience:	• Experience of working with young people in an educational or pastoral setting • Experience of supporting behaviour, wellbeing or attendance • Experience of working with families and external agencies • Experience of working as part of a team and using initiative	• Experience managing pastoral systems (behaviour, attendance or safeguarding) • Experience supporting vulnerable groups (e.g. SEND, disadvantaged, CLA students) • Experience of Early Help processes and multi-agency working • Experience of working within a secondary school setting • Experience contributing to APDR cycles and student support planning
Skills/Knowledge	• Strong interpersonal skills with the ability to build positive relationships with students, families and staff • Ability to manage behaviour and support student wellbeing effectively • Ability to respond to safeguarding concerns appropriately and follow procedures • Strong organisational skills and ability to manage multiple priorities	• Knowledge of pastoral systems, attendance processes and behaviour policies • Understanding of safeguarding frameworks and Early Help processes • Familiarity with school MIS systems (e.g. Arbor, CPOMS)

	• Ability to maintain accurate records and use data to inform interventions • Effective communication skills (verbal and written) • Ability to work collaboratively with staff and external agencies • Understanding of confidentiality, safeguarding and data protection	• Understanding of SEND processes, APDR cycles and inclusion strategies
Personal Attributes	• Calm, resilient and able to work effectively in challenging situations • Professional, approachable and confident manner • Strong commitment to supporting student wellbeing and inclusion • Ability to remain solution-focused and proactive • High level of integrity and commitment to confidentiality • Flexible and adaptable to meet the needs of the role • Strong team player with a collaborative approach • Commitment to safeguarding and promoting the welfare of children	• Passion for pastoral care and student development • Commitment to improving attendance, behaviour and outcomes for all students • Willingness to contribute to wider school life and events
Special Conditions	• Sufficiently fluent in spoken English to perform the role effectively • Willingness to undertake an enhanced DBS check • Understanding the importance of safeguarding and promoting the welfare of children • Flexibility to meet the needs of the role, including duties before/after school and attendance at meetings with parents and external agencies	