

# Job Description

<b>Post:</b>	Head of Year
<b>Salary Scale:</b>	Cumbria County Council Scale Point 27 - 28
<b>Reporting to:</b>	Assistant Headteacher
<b>Hours:</b>	37 hours per week – Term time plus three weeks

## **Main Purpose:**

To provide an educational welfare service for children and their families, liaising with staff and outside agencies. To ensure all work in connection with the behaviour intervention will support achievement, behaviour, attendance, punctuality and progress.

## **Duties**

### **Personal and Professional Conduct**

Ensure that all identified students are able to access pastoral support through suitable interventions.

Support the Headteacher and the Senior Leadership Team [SLT] in providing day to day leadership of the wider pastoral team ensuring impact on the five pastoral measures of behaviour, attendance, punctuality, achievement and progress.

Undertake regular reviews of the impact of Pupil Support, planning and implementing new strategies as appropriate.

Provide regular reports to SLT and Governors on the work of the team and the impact of their work, attending relevant meetings when required.

Contribute to the relevant section of Self Evaluation Form/School Improvement Plan as required.

Ensure that the pastoral team are consistent in their approach to work and share good practice with each other and other appropriate members of staff.

Ensure Early Helps have impact on the five pastoral outcomes.

Share expertise with the team and other members of staff on any aspect of behaviour support work.

Ensure that you use data and SIMS information for all work with students; this should have measurable outcomes and that all interventions should help raise attainment.

Provide a preventative service to identified pupils promoting early intervention.

Liaise with the Assistant Headteachers and provide information on individual pupils as required.

Contribute to the development and management of a range of comprehensive individual and group work programmes to promote good behaviour.

To be part of a rota being 1st on call within your department

Delegate work to the appropriate staff in the wider pastoral team, where appropriate.

## **Child Protection**

Supervise and monitor all Child Protection cases in allocated year groups, including acting as first point of contact for the school receiving and acting upon concerns, allegations and referring to Children's Services.

Prepare the Single Contact Form and to take further action required cooperating with all agencies including police.

Securely store and maintain all records of concern and Child Protection ensuring confidentiality is kept.

Prepare Child and Adolescent Mental Health Service referrals and complete the Common Assessment forms as required.

Attend all initial, review and core group case conferences and collate information, prepare reports as requested by Social Services and other agencies.

Oversee and monitor all 'Children in Need' plans for dissemination to other lead professionals and communicate with staff/parents/agencies as appropriate.

Liaise with SLT, all appropriate staff and parents to ensure additional needs of students have been met.

Engage effectively and regularly with external agencies for cases needing early referral/ interventions.

## **Student Support**

Liaison with external agencies and external support where appropriate.

Ensure that students are supported with bereavement counselling and other counselling when necessary.

Ensure that contact is maintained with families/carers of students receiving additional support, to keep them informed of students' needs and progress and secure positive family support and involvement.

Take on any appropriate student or family referrals from members of staff.

Refer students in need of Health Care Plans to the appropriate member of staff.

Promote and celebrate good attendance, behaviour and positive attitudes to learning for students in the year group so that student's achievement is high and improving

Coordinate and provide guidance to students, parents and staff where appropriate.

Ensure communication with all stakeholders is effective, timely and maintaining its professional and confidential nature

Provide information to tutors on a weekly basis.

Provide relevant staff and student information to other staff and outside agencies when required

Oversee detentions for the year group and supervise the detentions when required.

Track students following data trawls, identify needs, liaise with form tutors, Assistant Headteachers, students and family to decide action to be taken

Track SIMS for behaviour incidents within allocated year group and follow up as appropriate, recording any interventions

Maintain relevant, accurate, up to date and detailed student records in line with school policies and procedures.

## **Other Duties**

Uphold the Catholic ethos and carry out all duties within the parameters of the Catholic teaching

Attend all parents evenings and after school events.

To undertake any other duties commensurate with your post as required by the Headteacher.

### **Further Information**

#### **Conditions of Service**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. These duties may be amended as necessary at the discretion of the Headteacher in light of the future development of the school.

The creation of a truly Christian environment in which the Gospel is lived and experienced by all members of its community, is the central aim of St Joseph's. All applicants are expected to be supportive of this central aim.

#### **Safeguarding Children**

The school is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.

All posts in a school are deemed to have a high degree of contact with children and therefore you must inform us if you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

An enhanced disclosure will be sought through the DBS as part of the pre-employment checking process.

#### **Additional Information**

All employees will need to confirm their right to work in this country, or seek sponsorship to work via the school, where appropriate.

#### **Contracted Hours and Pay Scale**

Please refer to the offer letter which will be provided at offer stage.