

Post Title and Grade	Head of Year TTO NJC Scale 26-28 FTE
Reporting to	Vice Principal
Liaising with	Senior Leadership Team, Heads of College, Parents and Carers, Teaching and Associate Staff and External Agencies
Areas of Responsibility and Key Tasks	
Core Responsibilities • To establish positive relationships with students, parent/carers, staff and external agencies in line with the school's vision and values • To provide the Year group with high quality support. To ensure high levels of punctuality and attendance at all times. • To maintain high standards of behaviour by identifying barriers to learning and ensure these are raised and addressed	
Key Tasks Behaviour and Standards • To support students in their learning, and encourage positive attitudes and behaviour in and around school through the promotion of LORIC values • Uphold standards within the school regarding uniform and equipment • To direct and advise teachers in relation to behaviour, progress and effort of individual / groups of students • Take a lead in managing the behaviour of the Year group, monitoring the myPoints system, leading detentions and establishing implementing other rewards/sanctions as appropriate Pastoral Intervention and Student Support • To support students with social and emotional difficulties, making referrals to internal and external agencies as necessary • To be aware of the vulnerable students within the year group and act as a champion for them, supporting in one to one discussions or small group intervention as necessary • To encourage and develop positive parental relationships between Form Tutors, staff and relevant agencies • Be on call and available to students and parents throughout the day • Facilitate the transfer or placement of students to and from other schools and the Inclusion Unit • To provide ongoing information/reports for outside agencies on students • To be present at the Parents' Consultation and Information evenings for the year group • To be available for students during lunch and break time where possible • To undertake a variety of duties including walkabout, and detention duty • To organise and manage the transition arrangements between all Key Stages as appropriate • To undertake learning walks and student trail and drop ins as required	

- To meet regularly with the Vice Principal for Safeguarding regarding students who are a concern in the year group
- To meet regularly with the Vice Principal (Character and Achievement) and provide an update on students with concerns and those excelling

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify students who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect students from maltreatment; preventing impairment of student's health or development; ensuring that students grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all students to have the best outcomes

Other Specific Duties

- To continue personal development as agreed
- To engage actively in the performance review process
- 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 will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to adhere to Holyhead's 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
- 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