

Job Summary and Person Specification



**CAMS HILL
SCHOOL**

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| Job Title: | Head of Year (Support Staff) |
| Salary/ Grade: | E Grade |
| Accountable to: | Assistant Headteacher |
| Responsibility for: | A team of form tutors; Assistant Head of Year |

Liaising with the Senior Leadership Team, Curriculum Leaders, Care Guidance and Support Staff and staff with cross-school responsibilities, Teaching/Support staff, LA representatives, external agencies and parents/carers.

Head of Year 7 (Transition and Induction)

Job Purpose

Working as a key middle leader in the school's pastoral team, the Head of Year 7 (Transition and Induction) will lead and manage the pastoral provision for Year 7, ensuring that pupil achievement, progress, attendance and behaviour are effectively monitored, supported and improved so that all pupils are able to succeed.

The role has a distinct and critical focus on the transition from Year 6 to Year 7, with responsibility for leading, developing and evaluating the administrative and pastoral aspects of transition and induction. This includes ensuring that all pupils experience a smooth, supportive and structured start to secondary school, enabling them to quickly understand, adopt and embody the school's values, standards and expectations.

The Head of Year 7 will take strategic responsibility for designing and delivering a comprehensive Year 7 transition and induction programme, working closely with primary schools, parents/carers and external agencies to ensure that key pupil information is effectively gathered, shared and used to inform provision.

The role requires the early identification of vulnerable pupils and the co-ordination of appropriate support and intervention to minimise barriers to learning from the outset.

In line with all Heads of Year, the post holder will lead and manage, track and monitor the achievement, attendance and behaviour of pupils, coordinating appropriate support and intervention where concerns arise, and ensuring that success is recognised and underachievement is addressed promptly.

A key responsibility of the role is the leadership and line management of the Assistant Head of Year 7 (Transition and Induction), alongside the wider tutor team, ensuring a consistent, high-quality approach to pastoral care, induction and the delivery of the pastoral curriculum.

The role is central to the ongoing induction and pastoral development of Year 7 pupils, ensuring they successfully adapt to secondary school life, develop positive learning behaviours, and fully embrace the school ethos. The post holder will also ensure effective continuity and progression of pastoral provision, including a structured handover to the Year 8 team.

Main Responsibilities

Due to the fast-paced and evolving nature of this role, the responsibilities outlined below are not exhaustive:

Transition and Induction (Year 6 to Year 7)

- Provide strategic leadership and oversight of the Year 7 transition process, including systems, timelines, communication and quality assurance.

- Lead and coordinate the planning and delivery of a structured, inclusive and high-quality induction programme.
- Develop and maintain strong partnerships with primary schools to ensure effective transfer of pupil information.
- Ensure that key pupil information is analysed and shared with staff to inform teaching, support and intervention.
- Identify vulnerable pupils early and ensure appropriate support packages are implemented and reviewed.
- Build and maintain strong relationships with parents/carers, ensuring confidence in the transition and induction process.
- Ensure all pupils understand and consistently follow the school's standards, expectations and ethos from the outset.
- Ensure a comprehensive and effective end-of-year handover to the Year 8 pastoral team, sharing key information, strategies and pupil profiles to secure continuity and progression.

Leadership and management

- Lead by example in all areas of the pastoral curriculum and wider school expectations.
- Create, implement and review an action plan for the year group in line with the School Development Plan (SDP).
- Take the strategic lead in managing the behaviour, welfare, attendance and safety of all pupils in the year group.
- Line manage the Assistant Head of Year 7, providing guidance, support, challenge and professional development.
- Lead, support and develop tutors and support staff working with the year group, ensuring consistency and high standards.
- Oversee the induction of new staff into the Year 7 team.
- Prepare agendas and chair pastoral meetings, ensuring school policies and procedures are upheld.

Achievement, behaviour, attendance and welfare

- Monitor and promote high standards of achievement, progress and attainment across the year group.
- Track and evaluate pupil progress and report to SLT, Governors, staff and parents/carers as appropriate.
- Lead on behaviour management, ensuring a consistent and fair application of school systems and expectations.
- Monitor behaviour systems (e.g. Arbor), analyse trends and implement appropriate interventions.
- Lead attendance monitoring, meeting regularly with the attendance team and coordinating strategies to improve attendance.
- Ensure appropriate support packages are in place, implemented and reviewed for pupils causing concern.

Pastoral curriculum and pupil development

- Co-ordinate the delivery of the pastoral curriculum, ensuring consistency, relevance and progression.
- Plan and lead purposeful and sequenced assemblies that respond to emerging needs and themes.
- Co-ordinate the effective use of tutor time, including monitoring its impact e.g., through learning walks, pupil voice
- Support pupils in developing positive attitudes, behaviours and engagement with school life.

Targeted support and intervention

- Co-ordinate and oversee targeted interventions for pupils whose attendance, achievement or behaviour is a concern.
- Work closely with the SENDCo, Nexus Lead, DSL, DT and external agencies to support pupils' academic, social, emotional and behavioural needs.

- Ensure robust systems for identifying, tracking and supporting vulnerable pupils.
- Oversee the development of pupil profiles and case studies to support staff in meeting pupils' needs effectively.

Communication and partnerships

- Establish and maintain strong relationships with parents/carers, including leading meetings where appropriate.
- Provide clear and regular communication and updates to stakeholders through briefings, reports and meetings.
- Work collaboratively with other Heads of Year to ensure continuity and progression across Key Stages.
- Support the positive reputation of the school within the community.

Data, systems and accountability

- Lead the strategic use of data to monitor trends, identify priorities and inform interventions.
- Ensure accurate and detailed record-keeping across the year group.
- Provide up-to-date data and analysis to SLT and other stakeholders, identifying next steps and actions.

Additional Duties

- To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To assist with and participate in after-school events as directed.
- To assist members of the Senior Leadership Team in helping to develop policies and procedures with particular regard to pastoral provision for all learners.
- To contribute to the running of school sanctions e.g. after school detentions.
- To contribute to the supervision of pupils at lunchtime with the respective year group.
- To continue personal development as agreed.
- To actively engage in the performance review process.
- To comply with the School's Health and Safety Policy and undertake Risk Assessments as appropriate.
- To be aware of and work in accordance with the school's child protection and safeguarding policies and procedures, and to raise any concerns relating to such procedures which may be noted during duty.
- To plan lead and participate in pastoral training.
- To undertake any other duty as specified by the Headteacher.

General

- Be aware of and comply with policies and procedures relating to safeguarding, child protection, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to and promote the overall ethos/work/aims of the school
- Ensure that all information of a confidential nature gained in the course of duty is not divulged
- Ensure the security of the school and those within it is always maintained
- Adhere to all Cams Hill School and The Gateway Trust policies and procedures within the defined timescales
- Understand and support the implementation of Cams Hill School's Health & Safety Policy and Emergency and Fire procedures, promoting safe working practice in the school

Person Specification

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| Essential Qualifications | <ul style="list-style-type: none"> • Degree or equivalent qualification |
| Essential Knowledge, Skills and Experience | <ul style="list-style-type: none"> • Proven record of raising standards and pupil achievement • Proven record of outstanding classroom practice • Clear understanding of leadership and management in a secondary comprehensive school • Excellent oral and written communication skills • Ability to establish a positive presence in the school • Ability to prioritise, plan and organise themselves as well as others • Track record of setting and achieving ambitious, challenging goals and targets • Ability to lead and work within a large team • Ability to inspire, challenge, motivate and empower others to carry the vision of the school and faculty forward • To be pupil focused in all regards • To develop positive and mutually supportive working relationships with all colleagues • To promote learning through the full range of extra-curricular opportunities and community events • To build positive relationships with parents • A genuine reflective practitioner • Belief in the responsibility of a school to include pupils with a diverse range of educational needs • Ability to demonstrate sound judgement and make considered decisions • Able to respond positively to pressure • Well-developed sense of proportion and humour • To be solution, not problem focused • To be a 'team player' • Is highly credible and can model excellent leadership behaviours • Display an awareness, understanding and commitment to the protection and safeguarding of children and young people. |
| Desirable Knowledge, Skills or experience | <ul style="list-style-type: none"> • Previous experience of a leadership role in school • Knowledge and understanding of school self-evaluation benefits to young people and families • A record of improving the classroom practice of other colleagues • Well-developed ICT skills • Aspire to a senior leadership role in a school /potential for future promotion • Good networker with outside partners |

Additional Information

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This will also be unique to the year group the incumbent works with – for example Year 9 HOY will work alongside the SLT lead responsible for the Options process and coordinate this with the year group and will have a keen focus on careers/CEAIG.

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 be courteous and provide a welcoming environment to colleagues, visitors and telephone callers.

This document is a guide to the current role and person requirements of this post. Reasonable changes may be made to the specific requirements of the job from time-to-time following consultation with the postholder.

The Gateway Trust is committed to safeguarding young people and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

This post is subject to an Enhanced Disclosure and Barring Service Check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance will need to be sought.