

# TORQUAY GIRLS' GRAMMAR SCHOOL



<b>Name:</b>	-
<b>Job Description:</b>	- Head of Year
<b>Salary Range:</b>	- MPS/UPS + TLR 2C
<b>Responsible to:</b>	- Head of Department/SLT Line Manager
<b>Job Purpose:</b>	- To support the pastoral needs of all students in the year group, challenging educational and social disadvantage, promoting personal development, and establishing high expectations for all learners.

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## MANAGEMENT OF STUDENT PROGRESS AND BEHAVIOUR

- a. To monitor the academic progress of the year by monitoring and responding to grade sheets, CFC, KAW reports and parents' evenings.
- b. To support the year's academic mentoring procedures and oversee tutor mentoring.
- c. To be responsible for the delivery of the Head of Year assemblies.
- d. To support the tutor programme working in conjunction with the Deputy Head to help create a positive year culture which supports personal development and SMSC
- e. To support and quality assure the tutor team
- f. To set up a year team platform for communication with the year group and tutors
- g. To encourage all students to participate in the wider opportunities at TGGs, which will help to shape their character skills
- h. To oversee and implement the behaviour & anti bullying policy for pupils in the year group
- i. To ensure that all students follow the uniform policy
- j. To oversee student attendance and punctuality and act appropriately in cases of non-attendance or persistent lateness
- k. To ensure that all victims and perpetrators of L3 incidents are supported and appropriate signposting is offered
- l. To communicate afterschool detentions to parents
- m. To meet and work with families/carers of students to support positive student behaviour.
- n. To contribute to Pastoral Support Plans alongside other staff as appropriate
- o. To escalate L3 incidents to the Headteacher/Deputy Head/DSL as appropriate
- p. To attend restorative justice meetings with students and parents/carers following suspensions

## MANAGEMENT OF WELFARE AND SAFEGUARDING

- a. To be responsible for the general welfare of pupils within the year group.
- b. To meet regularly with the DSL to discuss and agree support for students in the year group
- c. To develop positive working relationships with students, acting as a positive role model and establishing high expectations for all learners
- d. To complete Early Help Assessment in liaison with the DSL as appropriate
- e. To arrange and/or attend multi agency meetings as required eg TAF meetings
- f. To maintain accurate records including CPOMS in a confidential manner
- g. To provide targeted support for PP students including termly meetings
- h. To provide targeted support for SEMH students through termly reviews, working alongside the SENDCo
- i. To be the First Aider for your year group and provide cover if required
- j. To attend regular Safeguarding training
- k. To support the anti-bullying ambassadors scheme alongside the Head of PSHE.
- l. To contribute to any RSA for students with SEMH working alongside the SENDCo

- m. To promote equality and celebrate diversity encouraging all students to participate in the wider life of school

### **COMMUNICATIONS**

- a. To liaise with parents as appropriate.
- b. To communicate Pastoral Support Plans to teaching staff
- c. To liaise with DSL and relevant staff regarding safeguarding issues.
- d. To liaise with SENDCo regarding students with SEND needs
- e. To support the counselling services through liaison with the school counselling team
- f. To be responsible for the maintenance of all student records/data and transfer of data when students leave or transfer.
- g. To liaise with external agencies as required e.g. Social worker, Attendance officer, Educational Psychologist, CAMHS, Social Services, Community Police, Safeguarding personnel, School counsellors, TAF meetings
- h. To contribute to school tours on a rotating basis
- i. To be an effective communicator between tutors, subject teachers and senior management.
- j. To communicate relevant year group activities to staff.

### **MANAGEMENT OF ADMINISTRATION**

- a. To organise and attend the Parent Evenings for the year group
- b. To organise regular meetings with tutors (set agenda, chair and distribute minutes to the team and Deputy Head).
- c. To attend the monthly pastoral meetings
- d. To be responsible for the admission of mid-term students to the year group.
- e. To complete regular behaviour reports regarding after-school detentions, isolation, suspensions, peer on peer abuse, bullying, incidents against the protected characteristics
- f. To coordinate behaviour reports for students if there are concerns across numerous subjects
- g. To check Provision Map for SEMH students
- h. To complete behaviour forms for students who have been victims/perpetrators of peer-on-peer abuse, bullying, SVSH, incidents against protected characteristics
- i. To communicate all incidents of racism to Torbay Council
- j. To support the year Prize afternoon/evening.

### **GENERAL DUTIES**

- To carry out a share in supervisory duties, for example lunchtime rota and isolation room.
- To support teaching staff and students by responding to the school's alert system as appropriate
- To organise and attend year specific events eg Y11 Residential
- To support the assembly programme
- To support other members of the pastoral team when required
- To fulfil safeguarding responsibilities in accordance with the TGGGS Safeguarding Policy
- To engage in continuous CPD which supports the role of Head of Year

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here as directed by the Headteacher. The responsibilities below are subject to the general duties and responsibilities contained within the current teacher pay and condition document and the conditions of employment. This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Signed: ..... Date: .....