



# HOLY TRINITY CATHOLIC SCHOOL

"Learn to Love, Love to Learn"

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St. Teresa of Calcutta  
Multi Academy Company

## Head of Year

### Job Description

#### 1. Job Purpose

1.1 The purpose of this role is to support year group students pastorally and monitor academic progress, behaviour and wellbeing.

#### 2. Key Responsibilities

- 2.1 Ensure and deliver effective pastoral support so that individual students and groups of students are supported to actively participate in learning and reach their full potential. This will include leading assemblies/interventions and leading/supporting Catholic Life
- 2.2 Support the raising of standards in the school by leading and delivering pastoral support to a year group of students; and within that year group by providing support to individual students and their families. Supporting the transition of students from Year 6 to 7. (Year 7 role)
- 2.3 Be responsible for managing and addressing the needs of students who need help to overcome barriers to learning in order to achieve their full potential.
- 2.4 To liaise with appropriate teaching and support staff and with external agencies to support pupil progress and wellbeing
- 2.5 To liaise with the school's SENCO, learning assistants and external agencies as required to support pupil progress and wellbeing
- 2.6 Be responsible for supporting the improvement of student punctuality, attendance and behaviour. This will include proactive interventions to impact positively helping to improve standards of behaviour, progress/outcomes, attendance and punctuality.

- 2.7 Monitor attendance and actively apply interventions to improve and punctuality
- 2.8 Contribute to effective transition from other schools ensuring the student well-being on entry
- 2.9 Be accountable for the pastoral and academic performance of students within the year group.
- 2.10 To respond appropriately to any concerns raised by parents, Form Tutors or subject teachers, other pupils or by the individual student
- 2.11 Provide data and contribute to target setting within the year group in line with whole school and individual student targets.
- 2.12 Analyse student-tracking data, identify underperformance, and contribute to planning appropriate interventions and monitor their impact.
- 2.13 To attend Parents' Evenings and coordinate feedback from the evenings
- 2.14 To promote the effective tracking of behaviour on Bromcom, including monitoring detentions. To maintain accurate and robust records for all pupils.
- 2.15 To lead and manage the team of Form Tutors, holding meetings where appropriate and induct new form teachers
- 2.16 Promoting effective safeguarding procedures across the school, including applying effective early help interventions to support pupil and families in line with school's policies and thresholds.

### **Person Specification**

#### **Method of Assessment (MOA)**

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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<b>Criteria</b>	<b>Essential</b>	<b>MOA</b>
<b>Education/ Qualifications</b> NB: Full regard must be paid to overseas qualifications.	Qualifications/Degree level qualification	AF/C
	Qualified Teacher Status (if required)	AF/C
<b>Experience</b> Relevant work and other experience	Experience in communicating with school students and their families	AF/I
	Ability to manage large groups of students	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	Able to communicate effectively and accurately both verbally and in writing	AF/I
	Able to communicate in a clear and concise manner both on the telephone and face to face	AF/I
	Ability to develop and maintain effective working relationships with a wide range of people	AF/I
	Ability to work on own initiative with minimum	AF/I
<b>Training</b>	Willing to undertake job related training	AF/I
<b>Other</b>		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

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Date:

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