



JOB DESCRIPTION

Title:	Head of Year (non-teaching)
Grade and Salary:	LS Grade 8 points 15-18
Contract:	Permanent, full-time (37hr x 39wk)
Working Hours:	Daily between 8:00 am - 4.00 pm (3:30 pm finish one day per week)
Job Purpose:	To take responsibility for the pastoral care, behaviour, well being and attendance of a designated year group. To lead and manage a team of tutors and to plan the tutor programme for that year group. To promote the vision and values of the school through planning and leading assemblies.

Safeguarding and well-being

- To provide high quality pastoral care for the young persons in your year group
- To action all relevant CPOMS logs including referrals for further support
- To be part of the lunchtime duty team
- To provide first aid support

Behaviour

- To monitor student behaviour and apply appropriate sanctions
- To action all behaviour logs including referrals for further support
- To organise hostings within the partnership of schools
- To manage all internal data (inclusion and detention logs)
- To manage and review behaviour support plans
- To plan and deliver an effective reflection programme
- To lead after school detentions

Attendance

- To work with the attendance officer to monitor student attendance and punctuality
- To lead interventions for students where attendance is a barrier to learning

Tutor Provision

- To ensure that your tutor team understand and are actively implementing the key aspects of the schools policies including those for behaviour, attendance and well being
- To plan the tutor programme for your designated year group
- To plan and lead assemblies for your designated year group

Parental communication

- To initiate and respond to communication with parents ensuring that they are kept fully informed and involved in the pastoral care of their children
- To respond to parental communication in a timely and professional manner
- To coordinate interventions, where appropriate using internal referrals and work with outside agencies
- To lead and attend meetings with parents

Admissions

- To coordinate, oversee and monitor the transition of new students and mid term admissions

Enrichment

- To plan and deliver rewards assemblies
- To plan end of year trips and activities

General Duties and Responsibilities

- To promote the vision of Iveshead School
- Support effective safeguarding of all young people throughout the school
- To take part in personal professional development activities
- Adhere to School policies and procedures e.g. Equality and Diversity; Health & Safety
- To cover for absent staff
- To contribute to the general organisation of the School
- To work flexibly and respond to School needs as requested by members of Senior Leadership Team or the designated representative



PERSON SPECIFICATION

Head of Year (non-teaching)

The Person Specification lists the qualities that we are looking for in a successful candidate. We will be using evidence from your letter of application, application form and interview to enable us to make a judgement of these qualities.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - GCSE Grade c (or equivalent) or above in English and Maths - Good standard of numeracy / literacy and IT skills 	<ul style="list-style-type: none"> - further study - First Aid trained
Knowledge	<ul style="list-style-type: none"> - knowledge of school based systems - experience of supporting young people 	
Experience	<ul style="list-style-type: none"> - experience working in an School environment 	<ul style="list-style-type: none"> - experience using Go4School / CPOMS
School Ethos	<ul style="list-style-type: none"> - an ability to defuse situations and handle crises - an understanding of the part students can play in the achievement of others - 	<ul style="list-style-type: none"> - an understanding of the spiritual, moral, social and cultural aspects of others
Relationships	<ul style="list-style-type: none"> - an ability to relate well to young people and adults - 	
Management	<ul style="list-style-type: none"> - ability to plan and prioritise own work within established routines, referring only complex issues to Manager 	
Personal Skills	<ul style="list-style-type: none"> - good personal organisation - self motivation - an ability to cope with reasonable pressure - an ability to meet deadlines - an ability to use initiative 	<ul style="list-style-type: none"> - interests out of school