

## Job Description

### Head of Year (HoY)

<b>Reporting to:</b>	Line Manager in Leadership Team / Principal;
<b>Liaising with:</b>	Senior Leadership Team, Parents/Carers, Students, Colleagues;
<b>Grade/Salary:</b>	Band 6 (SCP 25-29)
<b>Hours of work:</b>	TBA

#### Main Purpose:

- To support the promotion of high standards of student learning, attainment, behaviour and progress;
- To support and implement all school policies, consistently upholding our vision and ethos;
- To assume pastoral responsibility for a year group of students and tutors;

#### Duties & Responsibilities:

##### Key Responsibilities

- To lead a team of form tutors, ensuring effective pastoral support to students in the school, supporting their behaviour, attendance and welfare in order to secure the best possible outcomes;
- To follow up all incidents of unacceptable behaviour, taking appropriate action in line with school policy and communicating this with parents;
- To promote strategies to develop positive attitudes for learning, supporting all students in the year group to be equipped for lessons, follow lesson expectations, complete homework and adhere to the dress code and Code of Conduct;
- To issue, collect and follow up Behaviour Report Cards for individual students, sending out letters and maintaining regular home-school contact for all students on report;
- To make organisational arrangements for the admission and induction of new students to the year group;
- To organise and lead assemblies and Acts of Worship assemblies including Reward Assemblies and events;
- To support the completion of ROA statements, applications and references for current and former students.
- To arrange for work to be set and collected for fixed term exclusions and other student absences;
- To monitor student attainment and progress across the year group, ensuring underperformance is identified, liaising with subject leaders and teaching staff as appropriate;
- To promote and safeguard students' welfare, liaising with external agencies and internal staff as necessary;
- To implement and manage strategies to ensure good student attendance and punctuality;
- To provide efficient, effective and proactive organisational and administrative support for the year group;
- To lead and plan assemblies and learning for life activities promoting well-being, safety, social, moral and cultural development;

- To liaise with parents and outside agencies at Parents' Evenings and other meetings as required;
- To maintain accurate records in student files;
- To act as a deputy Designated Safeguarding Lead;
- To be part of the College on call and detention duty rota;
- To supervise students removed from lessons working in the BIU;
- To maintain regular contact with families/carers requiring additional support;
- To complete paperwork and referrals to external agencies and represent the school at meetings as required; e.g. CMAT meetings, case conferences, PEP, TAF, and managed move meetings;
- To lead on all actions from the attendance strategy to improve attendance;
- To lead a whole school responsibility (to be negotiated) from anti - bullying, rewards and student leadership;
- To support the delivery of Information and Guidance to the tutor group, including writing references, statements and reports as required;
- To prepare governing board report and attend meetings as required;
- To maintain accurate records on SIMS and Go4Schools, e.g. detentions, incident reports, behaviour and target report cards, student scans, minutes of meetings.
- To assist with writing, checking and administration of student reports.
- To contribute to the organisation of house and year group events and Competitions.

### Operational Management and Strategic Planning

- To create a truly Christian environment in which individuals and the community can flourish;
- To Promote the School's aims and values throughout the year, encouraging students to become actively involved in School activities and charitable fund raising;
- To arrange appropriate social activities for the student cohort in keeping with the School's ethos;
- To monitor delivery and effectiveness of PSHE/RSE, in conjunction with other Heads of Year, for their student cohort;
- To help devise and support a system of peer mentoring within their student cohort or across student cohorts;
- To lead the development and consistent implementation of appropriate systems for monitoring and communicating the academic progress, behaviour and personal development of the individual, groups of students and the whole cohort;
- To identify any causes for concern or need for intervention and instigating any necessary action in liaison with other relevant individuals or agencies;
- To help to reinforce school policy on prayer, the code of conduct, uniform, rewards and sanctions, anti-bullying and equality of opportunity;
- To celebrate the achievements and contributions of the student group to the life of the school and to the wider community;
- To promote the School's ethos and values and promote its approach to pastoral care effectively to parents and the local community at events such as Information and Parent Evenings;

### Student Performance

- To monitor students closely in order to identify those whose work, behaviour or attitude requires intervention. This includes recognising and rewarding successes and contributions to the community as well as identifying patterns of behaviour or academic performance that might require sanctions, counselling or meetings with parents;
- To liaise with the relevant staff to gain the support and advice of external agencies where such help will benefit the student;
- To encourage staff to use the full range of rewards and sanctions and to do so consistently to promote the achievement and development of the student group as a cohort and as individuals;
- To encourage students to play a full part in the life of the school in all its various aspects;

## Communication

- To communicate as necessary with relevant school personnel and with outside agencies in the best interests of the students;
- To ensure effective involvement and consultation as appropriate with parents of students;

## General

- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by their own training needs and the needs of the school and disseminate as required.
- Expenses will be paid in accordance with the Local Conditions of Service.
- Work to promote and apply the schools Safeguarding and Child Protection policy and practices.
- Work to promote and apply the Trust's Equality and Diversity policy and practices.
- The post holder will respect confidentiality issues linked to home/student/teacher/school work and to keep confidentiality as appropriate.
- As a member of staff working in a school setting the post holder will have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of pupils.
- The post holder will ensure awareness of and compliance with personal responsibilities and requirements communicated by school's policies and procedures including Health and Safety.

### **Subject to the duration of the need and by negotiation, the special conditions given below apply:**

- The post holder will proactively undertake student supervision as required as part of a wider staff team, e.g. fire drill duty, Parent Interview Days, bus duty, lunch duty.
- The post holder may be required to provide assistance with the invigilation of examinations.
- The post holder may be required to accompany and supervise pupils on educational visits.
- As a member of staff in a school setting you may have the opportunity to participate in programmes for mentoring pupils and to participate in extra-curricular activities and to work alongside a form tutor in a pastoral capacity.

*The St Thomas Aquinas Catholic Multi-School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust 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.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*

## Person Specification

### Head of Year (HoY)

<b>A. Training &amp; Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Level of numeracy and literacy sufficient to carry out the duties of the posts.	<b>A</b>	
Qualified to at least GCSE level or equivalent including English Language and Mathematics to Grade C or above	<b>A</b>	
NVQ 3 Level or Equivalent	<b>A</b>	
Higher level relevant qualification		<b>A</b>
Commitment to ongoing professional development	<b>A</b>	
First Aid certificate		<b>A</b>
<b>B. Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of using IT systems (Word, Excel)	<b>A &amp; I</b>	
Experience of working with children	<b>A &amp; I</b>	
Recent experience of working in a supportive role within an educational setting 11-16 year olds	<b>A &amp; I</b>	
Experience of analysing data to track student performance	<b>A &amp; I</b>	
Experience of pastoral support ideally in a school setting		<b>A</b>
Experience of safeguarding issues		<b>A</b>
Experience of working in a school or a similar establishment		<b>A</b>
Experience of making contact and dealing with external agencies		<b>A</b>
<b>C. Professional Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
An understanding of the potential barriers to learning faced by young people and how they can be overcome	<b>A &amp; I</b>	
Knowledge of Safeguarding legislation and Procedures including Prevent	<b>A &amp; I</b>	
Secure knowledge and understanding of the secondary education system	<b>A &amp; I</b>	
Understanding of the national performance criteria which schools are measured against	<b>A &amp; I</b>	
De-escalation strategies	<b>A &amp; I</b>	
Literacy, Numeracy and ICT skills to analyse and present data/reports	<b>A &amp; I</b>	
Ability to confidently use ICT software specifically Microsoft Office, SIMS and Go4Schools		<b>A &amp; I</b>

<b>D. Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to support Catholic life in schools	I	
Professional, friendly and approachable and able to relate well to staff, students and visitors	I	
Able to adapt to changing circumstances and new ideas	I	
Attention to detail	I	
Can-do attitude and solution focused approach	I	
Ability to be respectful and promote equality of opportunity and diversity	I	

<b>E. Safeguarding &amp; Equality</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	I	
Aware of equal opportunities in relation to this role	I	
Enhanced DBS & Online Check (Satisfactory)	I	

Application (A) | Interviews (I) | References (R)