

## Head of Year

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

### How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

### About the role...

#### Main purpose of the role:

- Head of Years form part of the wider Pastoral Team, which also includes Progress Leaders (who play a lead role in monitoring student progress and intervention strategies), the Behaviour lead and the SENCO.
- Manage the provision of pastoral and administrative support for students in a particular Year Group
- To work closely with KS Progress Leader and to support all colleagues in the Pastoral Team to ensure the pastoral welfare of students in the school.
- Working with the Deputy Headteacher in developing close relationships with the outside agencies and families ensuring the welfare of students, supporting and leading Child and Family Assessments

#### Key accountabilities:

- To work alongside other members of the Pastoral Team in the delivery of guidance, support and intervention in order to address the welfare needs of individual students and resolve related issues.
- To assist in the collection and coordination of pastoral information (including interviewing students) following referrals relating to schoolwork, behaviour, bullying or other personal issues which may impact on progress or well-being.
- Liaise with teaching colleagues regarding pastoral issues which may affect learning
- Act as a first point of contact for parents regarding all pastoral issues
- Communicate with parents as necessary to support behaviour and other issues
- To ensure that relevant student records are kept up-to-date.
- To contribute to the management of the school rewards systems and procedures.
- To analyse behaviour data and information from incident referrals and suggest strategies for dealing with students exhibiting behaviour problems.
- To oversee and monitor student report cards and review progress towards agreed targets.
- To oversee the writing and implementation of Behaviour Support Plans (BSPs), and to liaise with parents and other key workers in their preparation and review.
- To support the Attendance and Welfare Officer in cases of concern.
- Promote a whole-school approach to attendance, recognising it as a shared responsibility across all staff, while ensuring timely first-hour welfare checks are conducted to safeguard students and identify any potential concerns early.
- Conduct home visits as part of a holistic support approach, fostering strong partnerships with families to address barriers to learning and promote student wellbeing and engagement.
- To liaise with external agencies, including the Education Welfare Service and the Educational Psychologist, in connection with welfare, behaviour and attendance-related issues.

- To work with the DSL (Designated Safeguarding Lead) regarding safeguarding and child protection, including online safety, within the school (Safeguarding is everyone's responsibility).
- Maintain accurate and timely safeguarding records using CPOMS, ensuring all concerns are logged appropriately and that follow-up actions are clearly recorded, quality assured, and effectively implemented to support student safety and wellbeing.
- To monitor home-school transport and assist in resolving issues which may arise on school buses.
- To be available to students at lunch and break times to discuss pastoral issues or concerns.
- To ensure good communication and liaison with parents and staff relating to pastoral issues.
- To support the delivery of intervention work as part of the school's approach to the personalisation of learning.
- To support Parents' Evenings, Open Evenings and other school events.
- To participate in and deliver Year Group assemblies.

The job description is not intended to be a complete list of duties and responsibilities but indicates the major requirements of the post. The post-holder will undertake any duties at the request of the Headteacher appropriate to the post-holders remit.

#### **As a member of staff of The Trust**

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

#### **About you...**

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

### **Qualifications and Training**

#### **Essential**

- 5 A\*-C grade or equivalent in GCSE including English and Maths
- Two years education/youth service (or equivalent) experience including supporting young people

#### **Desirable**

- Counselling qualification.
- Support/Learning SEN certificate.

### **Experience, Knowledge and Skills**

#### **Essential**

- Awareness of relevant guidance relating to safeguarding
- Awareness of a range of strategies to promote good behaviour
- Awareness of confidentiality issues linked to home/ student/ teacher/ school work.
- Knowledge of developments in education and the national curriculum.
- Knowledge and experience of a wide range of strategies/techniques to support students.
- Ability to maintain comprehensive and accurate records.
- ICT experience and evidence of training

#### **Desirable**

- Experience of working with students in a school environment.
- Experience of supporting students with special educational needs.
- Knowledge of facilities and resources available to young people in the East Yorkshire area.
- Knowledge and experience of the structure and operation of a secondary school.

### **Values and Personal Competencies**

#### **Essential**

- Suitable to work with children
- Effective team player
- Hardworking and committed
- Willing to undertake relevant training

#### **Desirable**

- Committed to the values and vision of the Trust.
- Team focused with the ability to work independently and take initiative.
- Committed to equality, diversity and inclusion.
- Strong morals, ethics and sound judgement.
- A role model of the Trust's Values.