



HATTON ACADEMIES TRUST

JOB DESCRIPTION

Job Title:	Head of Year
Responsible to:	Director of Key Stage
Salary:	NJC Point 22 to 25
Hours/weeks:	37 hours per week 39 weeks per year (38 term weeks plus 5 days)

JOB PURPOSE:

- To ensure day to day practical assistance to the Director of Key Stage in promoting student well-being
- To be a consistent point of contact for students in the year group
- To ensure students in the designated year group are prepared for learning
- Support the designated child protection officer for the year group

RESPONSIBLE FOR

Supporting the senior pastoral team and have a key role in:

- Care and guidance of students in the year group
- Behaviour and attendance in the year group
- Support for vulnerable pupils
- Liaison with external agencies
- Day to day management of academy interventions and support including co-ordination and planning
- Communication and record keeping relating to the year group and individual students.

Duties - Pastoral

Overview

- Day to day pastoral care of all students in the year group
- Work with relevant staff in the early identification of students who may benefit from additional support, particularly those that are:
 - Underachieving
 - At risk of exclusion
 - Poor attenders
 - Disaffected
 - Experience learning difficulties
 - Lacking in self-esteem and confidence
- Be the lead person in the pro-active monitoring and intervention of behaviour in the year group
- Be the first line of communication for parents, staff and students concerning pastoral issues and to liaise with the Director of Key Stage and senior staff as appropriate
- Contribute to the promotion of the academy's corporate identity and a sense of belonging (through assemblies, visits, year events, social functions etc.)
- Provide additional support to the Year Team Leaders with teaching responsibilities as required.

Behaviour management

- To investigate allegations by students/parents of assault, bullying, theft and other breaches of expected behaviour standards, including interviewing students and taking detailed statements
- To determine and support suitable behaviour sanctions where necessary, and the implementation of agreed sanctions including first contact with parents
- To liaise with the academy's Police Liaison Officer, including arranging and holding meetings with students and parents when evidence of minor criminal offences is obtained or where there are concerns that a student's behaviour may lead to criminal offences being committed, if they do not receive appropriate guidance/advice
- 'On call' support to teaching staff where more serious behavioural issues arise in lessons.
- Escorting students to the Learning Zone/ISE when necessary
- To support as necessary the supervision of students in ISE when withdrawn from lessons
- Organise and supervise detentions and periods of isolation and ensure that appropriate work has been set
- Support students in the classroom as and when necessary
- Challenge students when possible behaviour issues arise around the academy and follow up where necessary

Student welfare and development

- Liaise with relevant internal staff for student welfare
- Liaise with outside agencies as the need arises and represent the academy at meetings concerning students in the year group
- Support the year group assemblies
- Liaise with the School Welfare Officers and the appropriate School health services
- Interview new parents and students during the school year to gather information
- Work with students, one to one, to encourage them to maximise their potential through a range of strategies and support/contribute to intervention programmes
- Offer support to students with welfare problems, through discussion, practical resolutions and where necessary arrange counselling, both inside and outside of school, liaising with parents/carers where appropriate.
- Contribute to the mentoring of under-performing students

Pastoral organisation and administration

- Make a major contribution to lunchtime and break supervision and other key times
- Promote regular attendance and punctuality, actively dealing with both
- Liaise with the Attendance Officer on a regular basis
- Have overall supervision of the students' attendance, lateness and uniform on a day to day basis
- Support the collection and use of data relating to pastoral matters for the year group e.g. truancy; behaviour data, exclusions
- Contribute to pastoral intervention programmes e.g. anger management; SEMH; alternative provision; anti-bullying work.
- Monitor regular truants, carrying out spot checks and checking areas used by truants
- Encourage and motivate students' involvement in critical events (e.g. induction, options, Activities Week, interviews, career guidance, house competitions etc.)
- Support the organisation of educational activities in the Year Group
- Have a willingness to support occasional out-of-hours extra-curricular activities
- Be a key presence around the academy.
- To complete the day to day administrative tasks including preparation of letters, filing and data input for the designated year group
- To liaise with the administrative team when dealing with administration for specific annual events
- The preparation of detailed reports of behaviour issues
- The preparation of detailed reports of evidence, for presentation to governors where lengthy or permanent exclusions may follow behaviour breaches
- Maintenance of behaviour watch database for the year group
- The one additional week paid work is for the attendance at Training days, Open Days, Parents Evenings and whole school events as required.
- Attend internal meetings relevant to the post

- Attend year group parents' evening and other events for the year group
- Support outside trips and visits as required
- Contribute to internal pastoral rotas e.g. student reception, ISE and detentions as required.
- Undergo first aid training and update courses

Designated Person for Child Protection

- To support the designated Child Protection Officer for the attached year group
- Be alert to the signs and symptoms of abuse
- Receive disclosure of abuse from students, or information regarding suspicion of abuse from other members of staff
- Meet with parents where appropriate/necessary to express concerns
- Make appropriate referrals about actual or suspected abuse
- Inform parents/carers of the above where appropriate
- Liaise with Social Care as needed
- Attend and contribute to child protection case conferences as needed
- Monitor students subject to referrals or on the 'at risk' register and provide ongoing support
- Attend training sessions where appropriate
- Complete and submit EHAs

General

- Deal with incidents of First Aid as a qualified First Aider.
- Maintain confidentiality at all times.
- Responsibility for safeguarding and promoting the welfare of children at the Academy. The Board of Directors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the Academy's commitment to promoting equal opportunities and tackling discrimination.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars. Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- To carry out other relevant duties as may be reasonably requested by the Principal, Vice Principal and Board of Directors commensurate with the pay and grade of the post.

Signature of Post Holder:.....

Date:.....