

Blue Coat Church of England Academy



Job description : Head of Year

Responsible to: Assistant Principal (Student Engagement & Welfare)

This job description may be reviewed at the end of the academic year or earlier if necessary. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a Senior Leader to undertake work of a similar level that is not specified in this job description.

Summary of Role

The main function of the Head of Year is to:

- To support the vision and strategic direction of Blue Coat Church of England Academy by providing outstanding pastoral care that reduces barriers to learning.
- Support the improvement in monitoring and evaluating pastoral strategies.
- To be accountable to the Senior Leadership Team for the safety, welfare and attendance of learners across the Academy.

It is essential to follow the remit and systems of accountability related to the school's commitments and priorities.

General Duties:

- To play a full part in the life of the school community, to support its distinctive aims and Christian ethos and to encourage staff and students to follow this example.
- Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety.
- Respond to and take steps to resolve relationships issues between students.
- Provide general student support e.g. lost items, upsets.
- Monitor attendance at detentions.
- Follow up attendance matters, including for agreed targets students and contact or meet with parents.
- Collect and collate statements relating to incidents, following up directly when appropriate.
- Issue, collect and follow up report cards for identified students.
- Contribute to pastoral support plans.
- Be aware of and comply with policies and procedures relation to child protection and all aspects of safeguarding children.
- Liaise with external agencies as required.
- Attend case conferences as directed.
- Contribute to the provision and organisation of the mentoring programme to raise attainment.
- Contribute to organization of events and personal development programmes
- Lead form tutor meetings.

- Attend, liaison events and effectively promote the academy at open days/evenings and other events.
- Meet regularly with SLT as required
- Promote and safeguard the welfare of the children and young people that you are responsible for or come into contact with.

Detailed responsibilities:

Communication

- Be the first point of contact for parents, being responsible for and dealing with issue when appropriate and referring to other staff for action.
- Ensure contact is made to parents whenever incidents dealt with – e.g. bullying, racial incident files and are reported.
- Produce appropriate records of incidents dealt with e.g. bullying, racial incident files.
- Arrange for work to be set and collected for exclusion and other student absence.
- Seek reports on student progress from staff.
- Arrange and conduct parental appointments as required
- Dissemination of year group information.
- Ensure system letters are sent and logged.

Evaluation

- Monitor levels of bullying and implement policies and strategies to combat it.
- Produce reports on levels of incidents dealt with and other issues relevant to the post.

General

- Attend year councils as requested.
- Assist with on call duties if appropriate.
- To assist in break/lunch supervision if required.
- Represent the school in a manner consistent with its ethos and values.
- Contribute to school development through identified communication and consultation channels.
- To respect the confidential nature of information relating to the school and students.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Monitoring, checking and implementation of school planners.
- Attendance at appropriate staff meetings and parents evenings.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
- Organisation of year group competitions.

School Level

1. Contribute to the development, implementation and review of relevant systems and procedures relating to behaviour, attendance and student welfare.
2. Liaise with relevant external agencies.
3. Advise the Heads of Year on the strategic direction of pastoral care and pupil welfare across the academy.
4. Support the school’s Christian ethos and policies.

Special Conditions

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by the Principal to reflect changes in the job which are commensurate with the salary and job title.

Safeguarding Children

Blue Coat Church of England Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Disclosure and Barring Service (DBS). If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Leads.

Print Name:

Signed:

Date:

PERSON SPECIFICATION – HEAD OF YEAR

	ESSENTIAL	DESIRABLE
PROFESSIONAL EXPERIENCE	Pastoral experience with secondary phase students Experience in meeting the needs of vulnerable children or disadvantaged children	Experience of working with colleagues in other teams or from other institutions
SKILLS AND ABILITIES	Excellent pastoral skills Competence in using ICT Able to communicate effectively using both the spoken and the written word Evidence of continuing professional development	
KNOWLEDGE	Evidence of a broad understanding of current educational issues	
PERSONAL / OTHER KEY QUALITIES	Able to be a team player and a team leader Able to work effectively with diverse groups of people Able to set high standards Ability to adapt to the ever changing demands of the school community To have high academic, social and behavioural expectations of students Positive and caring approach to students Able to organise time efficiently and work to deadlines A sense of humour. Good health. A good record of attendance and punctuality. Personal integrity. A genuine concern for the needs and development of all pupils	