



JOB DESCRIPTION

HEAD OF YEAR (NON TEACHING)

Scale 8 point 25 to 28

37 hours per week 52 weeks per year

Responsible to:

Head Teacher
Deputy Headteacher (Pastoral)
Pastoral Manager

Job Overview:

To take responsibility for ensuring that teaching and Learning has a high profile across the school. (Bulletin entries, staff meetings, Area meetings etc.)

- To make recommendations about, and contribute to, the staff development training programme.
- To establish robust systems to enable the sharing of good practice to be disseminated ensuring that peer observations form a major part of this.
- To participate in Performance Management and Faculty review.
- No holiday to be taken during term time. 30 minute lunch break to be taken between 12pm and 1pm.

Specific

Responsibilities:

- Monitor the educational progress of all pupils within the year group and provide the Headteacher/SLT with regular information regarding pupil progress
- interpret and analyse school data to support effective intervention and support and set appropriate targets for pupils
- lead the information and guidance provision for the year group, liaising with relevant agencies to provide personalised and relevant support, including preparing pupils for making option choices where needed
- work with pupils to foster their personal and social development and to help them manage relationships
- promote the highest standards of pupil behaviour; to be proactive in identifying behavioural problems with pupils and in leading strategies for individual improvement
- support colleagues with behaviour management and to make the connections with behaviour for learning and classroom pedagogy
- promote the highest standards of pupil attendance and punctuality, liaising with the school attendance and welfare officer
- be proactive in establishing and maintaining links with parents/carers
- promote and exercise best practice in Child Protection, liaising regularly with the school Child Protection officer
- foster a multi-agency approach and liaise with school staff and external agencies as required to support the needs of pupils
- regularly and proactively monitor the work of all members of the tutor team to ensure high standards of practice and to provide

Specific Responsibilities:

- support and direction as required
- provide tutors with clear direction as to best practice and ensure they receive appropriate information in order to enable them to carry out their role
- lead and provide a programme of tutor time activities for the year
- be active in supporting the supervision of the school site and the maintenance of a safe environment. These include before, during and after school duties as delegated by the Deputy Head Teacher.
- Lead Consultation evenings and their organisation
- celebrate achievement and success, both informally and formally
- Any additional responsibilities that are linked to the role as judged by the Head Teacher

- ❖ It is a requirement of the job to be a budget holder or to be responsible for money, all duties relating thereto must be carried out in full accordance with the school's Finance Regulations, which are freely available on the school's Intranet.

- ❖ Woodlands School is committed to safeguarding and promoting the welfare of children

Support for Learning and Teaching:

- Work with, guide and challenge identified pupils.
- Work with pupils on an individual and group basis to contribute to more effective learning through improved behaviour, attendance and social skills. This may also take place in lessons where appropriate.
- Assist in the recording of behaviour incidents using the school system
- Under the direction of the Pastoral lead, audit existing support provided for targeted pupils/groups and communicates with appropriate agencies and services to facilitate the sharing of information between all agencies concerned and implementation of further support where appropriate.
- Monitor and report on the implementation of pastoral support plans/interventions with pupils and contribute to the review of these plans.
- Participate in training in order to keep up to date with possible sources of support and strategies for working with pupils
- Comply and assist with policies and procedures relating to child protection, reporting concerns to an appropriate person
- To work with identified pupils as an alternative to exclusion and/or to prevent exclusion
- Communicate with parents to facilitate effective support programmes for the pupils.
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Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Attend and participate in meetings as required before and after the school day.
- Contribute to the 'Aspiration, Resilience, Opportunity, Excellence' ethos.

- Participate in training, other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the supervision, training and development of staff.
- Any other duties commensurate with the duties/responsibilities/grade of the post
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Agreed by: (Postholder)

..... (Postholder – Print Name)

And:(Headteacher)

Date:

