

Non-Teaching Head of Year – Job Description

**POST TITLE: Non-Teaching Head of Year,
Maternity Cover, term time only +4 weeks,
37 hours per week, NJC SO1**

POST REPORTS TO: Assistant Headteacher

POST RESPONSIBLE FOR:

Leadership and management of tutor team and year group
Direction of the work of the Pastoral Manager

MAIN PURPOSE OF THE JOB

- To establish positive relationships with students, parents, staff and external agencies in line with the school's vision and values
- To lead the year group and tutors to excellence through high quality pastoral support, ensuring high attendance, identifying behavioural issues and finding strategies to intervene, monitoring progress.

Key Area: Student Leadership and Management

- To support students in their learning, and encourage positive attitudes and behaviour in and around school through the promotion of The Marple Hall Spirit
- To direct and advise teachers and departments in relation to behaviour and learning of individual and groups of students
- To monitor punctuality and attendance, liaising with Form Tutors, the Education Welfare Officer and outside agencies as appropriate
- To implement measures necessary to improve year group attendance including holding attendance panels and rewarding good attendance through assemblies and other measures
- Monitor students' welfare including the creation/maintenance of Behaviour Logs, Pastoral Support Plans, and referrals to internal and external agencies
- To attend and chair meetings regarding the welfare of students in the year group e.g. Child Protection Child in Need reviews
- Take a lead in managing the behaviour of the year group, taking detentions and establishing and implementing other sanctions as appropriate
- To know the vulnerable students within the year group and act as a champion for them
- To encourage and develop positive parental relationships with Head of Year, Form Tutors, staff and relevant agencies
- Be on call and available to students (and parents) in the year group throughout the day
- Act as lead practitioner in matters of students' welfare
- Uphold standards within the school regarding uniform and equipment
- Facilitate the transfer or placement of students to and from other schools
- To work with outside agencies and make appropriate referrals.
- To provide ongoing information/reports for outside agencies on students (e.g. CAMHS)

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- To prepare reports on students, including PSPs, PEPs, CAFs and to contribute to IEPs
- To develop the role of the Year Council and ensure the students are more actively involved in school life
- To coordinate and lead charity and community work of the Year group
- To organise and be present at the Parents' Consultation and Information evenings
- To regularly review and coordinate the Rewards Policy for the Year Group
- To do a full lunch and break duty each day
- To patrol the school buildings and grounds on a regular basis to ensure all students are fully engaged in lessons
- To organise and manage the transition arrangements between all key stages as appropriate.

Key Area: Personnel

- To create a team ethos with the Form Tutors, supporting the pastoral work of the tutors
- To develop and deliver creative assemblies to the Year Group supporting ethos and current affairs
- To direct the Heads of Department on issues relating to the Year Group and Team
- To be the first point of contact for parents after Form Tutors, in relation to student behaviour and barriers to learning
- To be an exemplary leader in dealings with staff, students, parents and all stakeholders and outside agencies
- To ensure that members of the Leadership Group are kept updated on matters pertaining to the year group
- To set agenda and chair scheduled Year Team meetings. Review actions/deadlines/outcomes
- To be involved in decision making and policy development across the school
- To be involved in the review and appraisal of specific administrative staff
- To take a lead role regarding the delivery and evaluation of specific projects
- To assist in the recruitment of staff where appropriate.

Key Area: Curriculum

- Work closely with Directors of Teaching and Learning and Curriculum Leaders to identify barriers to achievement; guide and direct staff in the implementation of intervention and support strategies to overcome those barriers
- Lead and/or assist in initiatives to improve achievement and progress of students identified as underachieving and/or failing to meet target
- Take a lead in the creation and review of specific intervention tutor groups in relation to achievement and behaviour
- Review and implement personalised curricula for vulnerable students in conjunction with the link Assistant Headteacher. Provide necessary information to tutors and teachers regarding the implications of any personalised curricula
- Take responsibility for the design, research, implementation and reviewing of projects, school policies and procedures centred on attendance and behaviour with the link Assistant Headteacher
- To provide emergency lesson cover for your own year group in the event of teacher absence.

General

- To have due regard for the School's Health and Safety and safeguarding policies

- To take part in the annual professional development review for support staff being aware that job descriptions are subject to regular review
- To undertake training as and when appropriate, including Child Protection training
- To work positively and inclusively with colleagues and customers
- To undertake any other duties which may be assigned to the post from time to time as directed by the Head.

Contacts

Regular : Students, school staff, parents, stakeholders, external agencies.

