**JOB TITLE: Head of Year**

**SCHOOL:** Rayner Stephens High School

**RESPONSIBLE TO:** Senior Pastoral Manager, Relevant Leadership Team Link, Headteacher

**GRADE:** Grade G

**HOURS:** Term Time Only +5 days

Mon, Tues, Wed, Thursday - 8.10-16.15 Friday – 8:10-14.10

**Purpose:**

To ensure that there is the highest quality of pastoral and academic support and learning through the effective and timely use of data, rewards, strategic intervention and monitoring in order to maximise Student attainment, attendance, safeguarding and behaviour. This will be achieved through outstanding pastoral leadership.

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| Job Description - Main Responsibilties: |
| • To have responsibility for all Students in the Year both academically and pastorally.  • To work closely with the Senior Pastoral Manager, Assistant Head and Deputy Head for  Inclusion, on identifying underachievement, intervention strategies, targeting students for  intervention, and other issues which may present a barrier to learning.  • To utilise the MIS systems in order to track and intervene with incidents of poor behaviour or  students who are consistently late for lessons and set targets and review improvements.  • Investigate and follow up on incidents of poor behaviour.  • To monitor and ensure students comply with the uniform expectations.  • Completing the Individual Behaviour Plans and Pastoral Support Plan process for students within  your Year Group.  • Preparation of governors packs.  • To effectively liaise with families and lead on return to school meetings.  • To produce quality assurance reviews and SEF’s to ensure action plans for progress are in place.  • To ensure effective implementation of the form time curriculum, delivery, and facilitation of  assemblies.  • To ensure a consistency of approach in all school policies and procedures.  • Attending and actively contributing to the inclusion meetings to ensure that students of  concern are identified early and appropriate intervention actioned.  • To lead effective year leader meetings and staff to raise the attainment of all Students in the  Year.  • To support on call and lead on facilitating Students from on call or in the internal exclusion hub.  • Attend pastoral support meetings when necessary.  • Recording and reviewing safeguarding incidents, including the production of reports on  students for multi -agency meetings.  • Attending safeguarding Case Conferences on behalf of the school and providing feedback to  the delegated person where necessary.  • To lead on Early help.  • Attending and, where necessary, chairing Children in Need and Team Around the Child  meetings, including the co-ordination of the minutes and future meetings.  • Making Anti-Social Behaviour Contract referrals to the Police.  • Lead on external referrals.  • Undertaking referrals for students and/or their families as specific needs are identified.  • Undertaking daily attendance checks for your year group and phoning parents/carers to  clarify reasons for absence.  • Supporting the Education Welfare Officer in undertaking truancy sweeps and collecting  students from home to attend the school.  • Attending and, on occasion, chairing school Attendance Panel/Formal Attendance Panel  meetings.  • Supporting out of school activities including, residential trips, open/parents’ evenings, helping  students with fund raising activities.  • Ensuring that trip and events packs are completed, including risk assessments, for those  events/trips which you are leading on  • Act as a link between the school and parents on non-departmental issues.  • To comply with the Child Safeguarding Procedures, including regular liaison with the  Designated Child Safeguarding Person over any safeguarding issues or concerns.  • To comply with the Trust policies and procedures at all times. |
| Professional Standards |
| • To support the aims of Rayner Stephens High School to promote a learning community where  children work hard and flourish.  • To be an effective professional, who challenges and supports all students to do their best.  • Treat all members of the community, colleagues and students, with respect and consideration.  • Treat all students fairly, consistently and without prejudice.  • Set a good example to students in terms of appropriate dress, standards of punctuality and  attendance.  • Promote the aims of the school by attendance at and participation in events such as open  evenings, parents’ evenings and the like.  • Support the ethos of the school by avoiding confrontation, rewarding achievement with praise  and positive classroom management.  • Take responsibility for your own professional development and participate in staff training when  required. Liaise with the CPD coordinator or SLT about training options available.  • Reflect on your own practice as well as the practices of the school with the aim of improving  all that we do.  • Read and adhere to the various policies and priorities of the school as expressed in the School  Improvement Plan, the staff handbook.  Participate in the management of the school by attending various team and staff meetings.  • Undertake duties as prescribed within school policies. Ensure that all deadlines are met as  published in the school calendar.  • Undertake professional duties that may be reasonably assigned to you by the Headteacher  e.g. cover etc.  • Be proactive, comply with the school’s Health and safety policy, and undertake risk  assessments as appropriate. |
| Other Specific Duties |
| * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To support the school in meeting its legal requirements for worship. * To promote actively the school’s corporate policies. * To undertake any other reasonable duty as specified by the Headteacher not mentioned in the above. |
| GDPR |
| * To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality. |

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Any other reasonable Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. Employees are expected to subscribe to the School Improvement Plan.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

Stamford Park Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: ……………………………………………………………… Date: ……………………………….