

Job Description



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| Job title | Pastoral Head of Year | Contract | Permanent |
| Department | Pastoral | Reports to | Principal |

Our mission

We will inspire our family of schools to provide opportunities for our students, staff and leaders to be the best they can be: to create a passion for lifelong learning; to enable our pupils to become confident, kind and impactful world citizens.

Your role

The Head of Year is a professional leader of the year group team and is responsible for the quality and consistency of provision, standards, attendance, behaviour and achievement.

Person specification

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| The ability to lead the academy team effectively and efficiently, and work with other professionals and agencies. | Essential |
| Able to attend off site meetings and support families at their homes | Essential |
| Can demonstrate good communication skills: oral, written and presentational, including strong and accurate reporting skills | Essential |
| Ability to track student progress through organised maintenance of student records eg, attainment, achievement, behaviour, safeguarding | Essential |
| Can develop personal knowledge of students and provide information and advice when required | Essential |
| Proficiency in the use of ICT and the software programmes used in schools | Essential |
| Can lead, model and manage positive behaviour, good order and assertive discipline in the year group. | Essential |

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| The ability to manage information and data for the purposes of recording, monitoring, evaluation and reporting | Essential |
| Can participate in curriculum development and innovation | Essential |
| Positive attitude to motivate a team of staff | Essential |
| Have knowledge and understanding of how children and young people learn, develop and progress through life stages | Essential |
| How ICT can be used effectively to motivate children to learn | Essential |
| Can appraise current practice and offer advice and guidance | Essential |
| Can lead and deliver whole school training and updates in collaboration with other staff and outside organisations | Essential |

Accountabilities

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| Strategy | <ul style="list-style-type: none"> ■ Is aware of and understands the ELAT Vision, Mission and Values. ■ Will make a positive contribution to the teaching and learning programme in accordance with the ethos, aims and objectives of the Academy. ■ To fulfil all the responsibilities and duties required by the Academy’s policies on teaching and learning. ■ To ensure that the strategic objectives of the Academy are reflected in the work and development of the department and practice of the teachers. ■ To support the Academy’s ethos, and work positively and supportively in accordance with agreed policies and procedures, actively seeking to foster good relationships with parents/carers, the local community and all members of the Academy. ■ To plan, implement, monitor and review the work and the use of resources for which he/she is responsible, in the best interests of the Academy. ■ To acknowledge and act upon the necessity for personal professional development, and participate in the Academy’s scheme for performance management. ■ To use every opportunity to act as a positive role model of professional conduct and presence with colleagues, students and the wider community, demonstrating high personal standards of expertise, loyalty, commitment and service to the Academy. |
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| | <ul style="list-style-type: none"> ■ To organise events and offer presentations, as required, on behalf of the Academy at public engagements, notably parental evenings relating to student progress. ■ To exercise a collaborative role in formulation, development and promotion of Academy policies as required, ensuring the application of such policies within the year assigned. ■ Analysis of data including achievement, behaviour, attendance and punctuality and actions to be taken. |
| Planning | <ul style="list-style-type: none"> ■ To ensure that long, medium and short term and individual pupil planning is undertaken and implemented by all tutors in the year group, within the framework of Academy policy and procedures. ■ To have overall responsibility for the monitoring of and improvement in student performance in relation to their targets. ■ Direct operational pastoral, curricular and managerial oversight responsibilities for all student-focused matters within the year to which he/she is assigned including transition points, options and career events. ■ Liaison with subject leaders and HODs on matters of student progress and teacher effectiveness. ■ Line management of the assigned year tutor team and operational leadership of students in terms of behaviour management, attendance and punctuality, welfare, educational progress and personal development. ■ To be responsible for the standards of form time within the year group and lead the year groups form reps. ■ To keep up to date with latest research, government guidance and literature of the pastoral care of children ■ To act as the key point of contact with parents and carers, maximising effective and timely communication and common purpose in the interests of the student. ■ Effective liaison with line manager in ensuring consistency of approach to agreed policies throughout the Academy and across the year groups. ■ To set the highest expectations of standards of attendance and behaviour across the assigned student group, establishing and maintaining managerial systems to maximise student safety, well-being and educational and personal development. ■ To plan and deliver assemblies which embody the school's vision, ethos and values. |
| Delivery | <ul style="list-style-type: none"> ■ To be responsible for the induction, mentoring, coaching and supporting the professional development of all tutors/ less experienced staff in the year group. |

- Will attend supervision sessions
- Attend CLA to support vulnerable students
- Will be responsible for completion of welfare checks and when appropriate visit and support families in their homes.
- To liaise with SLT with oversight of pastoral care and participate in decisions relating to the students
- To provide opportunities to develop students' spiritual, moral, social and cultural understanding. Raising aspirations and providing life experiences that enrich the curriculum
- To be responsible for the attitude to learning of the year group
- To be responsible for the attendance of the year group; providing work for students suspended or long-term sick
- To liaise with the EWO assigned to the school over the welfare of the students and their attendance

- Monitoring and reporting the regular attendance and punctuality of pupils, including checking registers (electronic or otherwise), completion of absence returns and receipt of absence notes.
- Maintaining the high standard of appearance of pupils including adherence to Academy uniform and other policies.
- Taking and disseminating minutes of tutor / year staff meetings and appropriate team or case conference meetings directed to the improvement of behaviour and learning progress of individual students or groups.
- Identifying students' individual needs and to liaise with appropriate colleagues within learning support, SEND department, Careers lead and other outside agencies, and parents/carers to ensure that individual and collective needs are met.
- Attendance at HOY meetings
- To liaise with other pastoral heads/schools on the students as they progress
- To encourage interaction and teamwork through collaboration
- Acting as a senior and effective point of referral for assigned staff in pastoral and behavioural matters, ensuring that all appropriate records are maintained and accessible.
- Monitoring and promoting student satisfaction and well-being within teaching and learning of the subject area of PSHE, promoting, inspiring and leading the positive ethos and positive implementation of the subject area within the Academy's aims, practices and procedures.
- Ensuring effective communication with parents, including the co-ordination and management arrangements of Parents' Evenings in liaison with the appropriate line manager.

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| | <ul style="list-style-type: none"> ■ To promote and pursue/create purposeful competition across the student groups of the Academy, actively pursuing ways of celebrating student successes at every level. ■ To communicate effectively with others to ensure up-to-date records of the medical problems of students in the year and to assist with sick children on a day-to-day basis. ■ To have oversight of workshop and assembly time for the assigned student group, liaising as appropriate with other colleagues, including being prepared to cover in the case of unexpected absence. ■ To ensure the effective curriculum delivery and effective operation of internal reviews, examinations or assessments for the assigned student group. ■ To complete duties at break and lunch in order to support the year group. ■ To ensure that long-term absent or excluded students have appropriate academic work set and delivered. ■ To pursue ways of celebrating student successes at every level, including leadership of incentive reward schemes and maintenance of the year noticeboards and published material. |
| <p>People Management /</p> | <ul style="list-style-type: none"> ■ To take part in the Trust's performance management system. ■ To personally and be responsible for new staff working with the year group, to complete school-based induction and any training required to improve performance. ■ To maintain the required level of Continued Professional Development for the role ■ To be responsible for the day-to-day supervision of the support staff working with the year group. ■ To monitor the quality and consistency of provision in the year group. ■ To achieve any performance criteria or targets arising from the Academy's performance management arrangements ■ To actively support and monitor tutors in their roles, contributing appropriately in the performance management procedure and processes ■ To lead, direct and encourage the work of all colleagues, ensuring that monitoring, evaluation and celebration are explicit in the management and operation of year activity. ■ Make an active contribution to the policies and aspirations of the Academy. ■ To lead, inspire and manage tutors of the year staff in raising standards and promoting personal and social development, by actively supervising and supporting the SMSC programme and ensuring a consistency of approach and quality of effectiveness of delivery by tutors. ■ Working closely with the SLT pastoral line manager and colleague HOYs to identify, plan and implement aims that relate to the development of the |

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| <p>Organisational Development</p> | <p>whole child consistent with the aims of the Academy’s and development plan.</p> <ul style="list-style-type: none"> ■ To monitor the consistency of approach and quality of effectiveness of teaching and learning within the year, ensuring that it is student-centred and focused upon raising standards. ■ Working collaboratively with colleagues, to have oversight of the operation of assessment, recording and reporting within the year, in line with the Academy’s policy. ■ To establish full consultative processes and quality assurance procedures with tutors within the year system, including taking minutes at year staff meetings and fostering a climate of mutual support in which self-confidence and self-esteem can grow and an effective teaching and tutorial team be established. ■ To liaise effectively with relevant colleagues, including the Leadership Team, as part of the wider management functions of the Academy, specifically including effective arrangements for form registration cover and the leadership of a daily break duty rota. |
| <p>Information Management and Reporting</p> | <ul style="list-style-type: none"> ■ To be responsible for liaising with parents and outside agencies. ■ Safeguarding and promoting the welfare of students, working with the designated protection person, the postholder will: <ul style="list-style-type: none"> ■ Identify and record any child protection concerns ■ Contribute information as required for common assessment or multi- agency meetings ■ To complete MARF forms when required ■ Act at all times in line with the Academy’s child protection procedures. ■ To exercise a leading role in daily organisation and routines, and in the effective deployment of teaching resources across the Academy, to ensure the most efficient and effective use, with minimal loss, damage or wastage is employed. ■ To deploy all resources in ways which motivate students and encourage student participation in extended curricular opportunities. |
| <p>Data Protection</p> | <ul style="list-style-type: none"> ■ All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust’s procedures, or use personal data held on others for their own purposes. |
| <p>Health and Safety</p> | <ul style="list-style-type: none"> ■ Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public. |

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| Good Citizenship | <ul style="list-style-type: none"> ■ Hold personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such. |
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| Key Stakeholders | Pupils, Staff, Academy SLT, Trust SLT, Trust Board, LGC Members, Parents and Carers, and relevant authority bodies. |
| Trust Values | Passion, Respect, Inclusion, Challenge, Openness |