



**JOB DESCRIPTION:** HEAD OF YEAR  
**SALARY RANGE:** GRADE G (SCP 23-28)  
**WEEKS PER ANNUM** TTO + 5 DAYS  
**RESPONSIBLE TO:** ASSISTANT HEADTEACHER – DEEP SUPPORT



**JOB PURPOSE:** To support in the effective leadership and management of Denton Community College so that we can:

- Provide a curriculum and classroom experience which will inspire all our students to become lifelong learners.
- Strengthen our community by building confidence in the young people of Denton so they aspire to achieve.
- Ensure inclusive practice breaks down barriers to learning, removes excuses and allows students to perform to the best of their ability.

**COLLEGE VALUES:**

The post holder will subscribe to and model the ideal that as stakeholders of Denton Community College we strive to ensure that all our work is characterised by the core values of COURTESY, EMPATHY, INCLUSION, INTEGRITY, RESPECT & RESPONSIBILITY.

**RESPONSIBILITIES COMMON TO ALL HEADS OF YEAR**

- To provide pastoral leadership and guidance to an identified year group with the College.
- To support in breaking down the barriers to learning for all students.
- To triage potential safeguarding and child protection concerns, where appropriate follow cases through to conclusion.
- To assist and in some cases lead on ensuring a multi-agency approach is adopted to support students and their families in addressing the students behavioural, emotional, social and pastoral needs.
- To lead on the EHA process for students within their year group.
- To provide a consistent and effective approach to Behaviour Management across the College.
- To support students returning from exclusion through assisting with the writing, implementation and monitoring of effective behaviour plans.
- To monitor and analyse behaviour patterns within their year group.
- To develop and adopt a range of preventative approaches to Behaviour Management.
- To analyse behaviour trends within their year group and lead on implementing appropriate actions to address those trends on an individual or small group basis.
- To support all staff in addressing the behavioural, emotional and social needs of all students.
- To establish and maintain productive working relationships with students.

**RESPONSIBLE TO:**

- Assistant Headteacher – DEEP Support
- Deputy Headteacher – DEEP Support
- Headteacher

**LINE MANAGED BY:**

- Assistant Headteacher – DEEP Support

**HEAD OF YEAR JOB DESCRIPTION**

<b>Main Core Duties:</b>	<ul style="list-style-type: none"> <li>• To provide pastoral leadership and guidance for an identified year group within the College.</li> <li>• To monitor student information and data (e.g. Attendance, Progress, Behaviour etc.) so as to identify and address potential barriers to learning.</li> <li>• To triage potential safeguarding and child protection concerns as and when required.</li> </ul>
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	<ul style="list-style-type: none"> <li>• To lead a team of identified Form Tutors to ensure effective communication is maintained with the student body and the pastoral curriculum is delivered consistently.</li> <li>• To be a visible presence around the College, modelling expected routines (Be DCC) and effective Behaviour Management.</li> <li>• To maintain appropriate standards of behaviour around the College, in accordance with College policy to ensure a safe, orderly and purposeful learning environment.</li> <li>• To work with staff and students throughout the College to secure sustainable improvements in attitudes and behaviour.</li> <li>• To liaise with the College's SEND team to provide relevant updates, feedback and analysis data when required.</li> <li>• To liaise with multi-disciplinary external agencies and attend relevant meetings when required.</li> <li>• To support the adoption of restorative practices across the College to support behaviour improvement and improve relationships between students and staff.</li> <li>• To undertake MBWA (Management By Walkabout) duties as directed by their line manager.</li> <li>• To attend return from exclusion meetings and assist in the writing and implementation of the associated behaviour plans.</li> <li>• To log, monitor and analyse 'MBWA' information, allocating the relevant colleagues (e.g. SLT) to attend where necessary.</li> <li>• To assist in the production of exclusion files &amp; reports in the event of a permanent exclusion (PEX).</li> <li>• Monitor all reports (Not just Head of Year) for students within their year group and provide appropriate support and intervention where required.</li> </ul>
<b>Working with Students:</b>	<ul style="list-style-type: none"> <li>• To ensure students are aware of the College's systems &amp; procedures that support the management of behaviour.</li> <li>• To ensure students are aware of the College's systems &amp; procedures for safeguarding &amp; child protection.</li> <li>• To challenge and motivate students in meeting the College's expectations regarding attitudes &amp; ethos, which includes behaviour.</li> <li>• To promote &amp; support students in developing &amp; maintaining high levels of self-esteem.</li> <li>• To work with individuals and groups of students to identify potential barriers to learning.</li> <li>• To support students who are returning from exclusion in re-engaging with the classroom and monitor the implementation of the associated behaviour plans.</li> <li>• To provide appropriate support and response in relation to safeguarding disclosures from students.</li> </ul>
<b>Working with Staff:</b>	<ul style="list-style-type: none"> <li>• To work closely with form tutors, class teachers and the SENCO to identify students within each class who require specialist intervention (Including SEND, Pastoral &amp; Behavioural).</li> <li>• To work with colleagues and the senior leadership team to identify potential whole College CPD requirements regarding pastoral and behaviour management.</li> <li>• To provide support for staff through the writing of behaviour plans to ensure a consistent, yet individualised approach to addressing student behaviours.</li> <li>• To provide specialist advice to staff in relation to setting behaviour targets and monitoring the use and effectiveness of individual behaviour plans.</li> <li>• Liaise with staff in the sharing of EHA information as and when required.</li> <li>• Ensure CPOMs, Edukey &amp; Class Chart information is up to date.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To assist in the review of existing behaviour / pastoral systems to ensure a sustainable model moving forward.</li> </ul>
<b>Management of Information:</b>	<ul style="list-style-type: none"> <li>• To update CPOMs accordingly</li> <li>• To update Edukey accordingly</li> <li>• To update Class Charts accordingly</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure everyday practice prevents breaches of GDPR, and report any such breaches immediately to the Business Manager or Headteacher</li> </ul>
<b>Communication:</b>	<ul style="list-style-type: none"> <li>• To communicate effectively with parents, carers, stakeholders and external agencies when required.</li> <li>• To lead on the delivery of Parent's Evening for their year group each academic year.</li> <li>• To communicate findings of any analysis undertaken with their line manager.</li> <li>• Ensure their Pastoral Teams (Form Tutors) deliver all relevant communications to the student body during Registration/Form Period.</li> </ul>
<b>Marketing &amp; Liaison:</b>	<ul style="list-style-type: none"> <li>• To contribute to the College liaison and marketing activities (e.g. the collection of material for press releases).</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To identify resource needs and to contribute to the efficient and effective use of physical resources with regards to Pastoral Care &amp; Guidance.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>• To support in the breaking down of barriers to learning for all students.</li> <li>• To support the implementation of Pastoral Care &amp; Guidance procedures so that effective learning can take place.</li> <li>• To coordinate the Pastoral Team (Form Tutors) for their identified year group.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> </ul>

#### OTHER SPECIFIC DUTIES

- To promote actively the College's corporate policies.
- To actively engage in any appraisal & performance management processes implemented by the College.
- To actively engage in any professional (personal) development activities (whole school or individual) as identified by their line manager.
- To have due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the Governing Board and Denton Community College.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified here.

#### GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here. 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.

Employees, are expected to be courteous to all stakeholders and provide a welcoming environment to visitors and telephone callers.

The College 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.

All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, Tameside LA, and College policies.

The post-holder is expected to be part of the whole-College staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**LAST UPDATED**

February 2022