

Head of Year G7



Job purpose:	<p>To monitor, support and improve the overall progress and development of students.</p> <p>To be available to support the personal welfare of all members of the school community with regard to spiritual, moral, social and cultural values and to promote the ethos of the school.</p>		
Reporting to:	Headteacher, School Business Manager		
Responsible for - Staff	Responsible for Form Tutors and Support Staff within the year group		
Liaising with:	Headteacher, SBM, Senior Leadership Team, School Governors, other members of staff – teaching and non-teaching, LA, parent/carers and external agencies.		
Grade of post:	G7		
Disclosure level:	Enhanced		

Job Outline
<ul style="list-style-type: none"> • To manage the school pastoral care function and effectively formulate aims and objectives which are relevant to the needs of the designated school year group. • To develop, monitor and implement appropriate strategies for the pastoral care function within the school. • To identify, monitor and evaluate appropriate strategies for student progress tracking, target setting and mentoring and supervise students when required and liaising regularly with parents/carers. • Work with the relevant senior manager to identify students who are vulnerable and to formulate appropriate plans to achieve aims. • Provide formal counselling/mentoring where appropriate. • To plan and deliver workshop sessions on a range of issues and to plan, lead and deliver extra-curricular opportunities. • To liaise with and work in conjunction with the multi-agency team. • To develop, maintain and implement robust systems in order to record relevant information and to have responsibility for child protection documentation. • To develop and implement relevant school policies and procedures. • To monitor and evaluate student attendance and behaviour management systems. • To contribute to the development of effective links with partner schools, the community.

Main Duties
<ul style="list-style-type: none"> • To raise standards of student achievement

- Monitor, support and ensure a high quality learning experience for students through SAIL themes and missions.
- Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To be responsible for and leading and managing form tutors for a specific year group.
- To liaise with the SENCO, SLT Lead to support systems for enhancing student achievement. Support EHCP Reviews and monitor SEND Student Progress.
- To ensure that Form Tutors use registration and PD time effectively.
- To manage promotion of student achievements and progress across the school.
- To liaise with SLT regarding student learning, student performance issues, target setting and attitude to learning and behaviour across a year group.
- To develop the role of Form Tutors with a focus on academic progress, SAIL and progress of individual students
- To lead Year Assemblies.
- To contribute to the leadership and management of parents' evenings
- To liaise with external agencies as necessary.
- To liaise with the designated teacher for child protection.
- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.
- To promote actively the school's corporate policies.
- To supervise students as required.

Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area.

Job Profile

Pastoral Head of Year

G7

SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: _____ Date _____

Signed Headteacher: _____ Date _____

Signed Jobholder: _____ Date _____

Print Name Jobholder: _____ NI No: _____

School Name: _____

DFES _____

Please sign and return to your manager.

Person Specification / Selection Criteria

Pastoral Head of Year

G7

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with young people aged 11 – 16 in a voluntary or other professional capacity	E		A, I, R, P
Has led or made a major contribution to a project or initiative (e.g. progression work with partner schools, extra curricular activities)		D	A, I, R
Experience and understanding of Every Child Matters within a school setting	E		A, I
Supervisory experience		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
Relevant degree		D	A, I, R
Relevant NVQ Level 4 qualification or equivalent level of experience	E		
Counselling or Mentoring qualification – level 2 or willingness to work toward within agreed timescales		D	A
Evidence of participation in regular professional development and further professional study	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
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Knowledge of the national curriculum requirements for the relevant Key Stage in order to give appropriate support and preparation to children	E		A, I
Understanding of relevant legislation	E		A, I
Understanding of inclusion, behaviour and attendance issues	E		A, I
Knowledge of how to deal with a range of different pupil behaviours	E		A, I

	Essential	Desirable	Source
Understanding of the main challenges for pupils in the secondary sector	E		A, I
Understanding of teaching and learning strategies and how these impact on pastoral issues	E		A, I
Knowledge of monitoring, evaluation and review processes to raise standards	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to work sensitively with others to build effective relationships	E		A, I
Commitment to and ability to promote a positive ethos within the school	E		A, I
High quality people skills to deal with difficult situations	E		A, I
A clear understanding of the impact of school improvement and in particular high quality learning and teaching	E		A, I
Ability to use initiative to respond to and resolve problems in the short term	E		A, I
Commitment to collaboration and sharing of resources and expertise across all phases of learning	E		A, I
Ability to utilise a range of ICT functions	E		A, I
Very good organisational skills			
Very high level of communication skills to deal with children and adults	E		A, I
High levels of commitment, enthusiasm, inspiration and motivation			
Ability to encourage and influence parents/carers to work co-operatively with the school and involve them in their child's education	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

