

JOB DESCRIPTION

JOB TITLE : Pastoral Head of Year

REPORTING TO: Deputy Headteacher

JOB PURPOSE

To provide Pastoral Support for a year group so that students make good progress.

KEY TASKS

- Ensure support for the implementation of school policies in relation to conduct and pastoral care throughout the school day;
- Work strategically with students to improve attitudes to learning and working with Form Tutors, Subject Teachers, Head of Departments and Senior Leadership Team ensuring that relevant action is taken and that this is recorded on the Conduct System
- Ensure effective liaison with the Lead Practitioner – Conduct, Assistant Headteacher – Conduct and Deputy Headteacher – Conduct and Inclusion and Headteacher in development of preventative programmes to work with students at risk of exclusion
- Ensure there is effective collaboration with parents/carers and monitor and track all aspects of the Conduct system;
- Be responsible for all administration and clerical work e.g. report card letters, filing, updating and maintaining the Conduct system, organise preparation of reports on students as required for parental interviews, case conferences, references, transfer information and exclusions
- Organise and arrange contact with parents to ensure that they have full knowledge of student progress and pastoral issues and encourage parental participation in the life of the school;
- Enforce uniform regulations and monitor that they are being applied by all staff and adhered to by students;
- Provide in-class behaviour support for identified students;
- Ensure there is effective collaboration with the Attendance Team to encourage high levels of attendance and punctuality, including Period 7 activities;
- Organise 'Year Assemblies' as appropriate, in co-ordination with Attainment Standards Leader, Lead Practitioner and Senior Leadership.
- Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety
- Provide student support specified at clinic sessions
- Issue and monitor report cards for identified students;
- Liaise with external agencies as and when required
- Attend regular Inclusion meetings
- Arrange for work to be set and collected for pupil absence
- Assist with Rapid Response duties when required
- Report Child Protection issues to the Safeguarding Team immediately or use CPOMS system
- Assist in duties before school, break and lunch supervision
- Contribute to school development through identified communication and consultation channels
- Respect the confidential nature of information relating to the school and students
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- Develop, lead and manage including individual support plans, the welfare strategy for students within a year group, approx 120-150 students;
- Ensure all students achieve the highest possible standards, maximising positive progress
- To support with the running of student's attendance to exams
- Liaise and implement with ASL's as appropriate for Parent Consultation Evening and the transition periods as appropriate
- Assume responsibility for Early Help referrals alongside SLT;
- Open and monitor EHA/eclipse for appropriate student;
- Assume responsibility for the collection of students placed in detention for punctuality and whole school behavioural issues. Maintain consistency in this process
- Assist with extra events such as Open Evening when required
- Attend progress meetings with SLT as appropriate
- Other appropriate intervention courses targeted at appropriate students

Managing own performance and development

Key Tasks

- To take responsibility for own professional development.

Other duties

- To undertake any additional duties which may reasonably be required by the Headteacher from time to time.

Signed

Date