



Job Description for Head of Year (Year Manager) : Newhouse Academy

Job Title:	Head of Year (Year Manager)
Contract Information:	<p>Permanent contract, term time only plus 5 days.</p> <p>Employees with under 5 years service are required to work 3 training days as part of their term time hours.</p> <p>NJC scale points 23 to 30 (dependent on experience)</p>
Responsible to:	Deputy Headteacher – Pastoral
Responsible for:	Leading the pastoral work of a year team of form tutors
Terms & Conditions:	<p>This role may involve out of hours meetings on occasions.</p> <p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>Appointment to this post is subject to Disclosure and Barring vetting checks.</p> <p>The school operates a No Smoking Policy.</p>
Hours of duty:	37 hours per week, Monday to Friday from 8am to 3.54 each day with 30-minute unpaid lunch break
Notice Period	2 months

Background & Vision:

Our mission is to motivate and prepare our students for a rapidly changing world, by instilling in them the knowledge and skills needed to be successful in life, and to uphold our core values of Aspiration, Integrity and Respect.

Newhouse Academy is part of the Hollingworth Learning Trust family.

Values:

Our values are at the heart of what we do. These are:

Aspiration – Being ambitious and doing your best.

Integrity – Being honest and doing what is right.

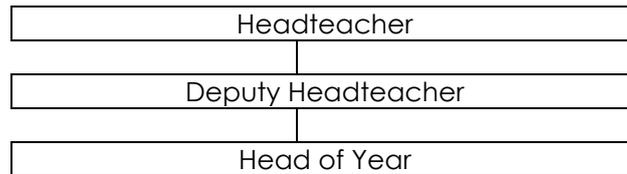
Respect – Being considerate and thinking of others.

PURPOSE OF THE JOB

- To develop and maintain a positive ethos within the year group that encourages students to have high expectations of themselves and others and promotes effective learning; this includes behaviour and attendance.

- To deliver the highest standards of pastoral care whilst promoting academic success, for all students in the year group, enabling individuals to flourish.
- To ensure that the values of Aspiration, Integrity and Respect are communicated to and embodied by the year group.
- To be accountable for the pastoral provision for students in the year group.
- To track the progress and achievements of students through the year group.
- To ensure that strategies are in place to maximise achievement and address underachievement of students in the year group.
- To lead, manage and motivate a year team of form tutors.
- To be an exceptional role model to young people.

ORGANISATIONAL CHART



CONTROL OF RESOURCES

Personnel	:	To lead the pastoral work of the year team of form tutors.
Financial	:	To manage a small rewards budget.
Health/Safety/Welfare	:	The post holder is responsible for the health, safety and welfare of him/herself and others within their care, in accordance with the school's and the Health and Safety at Work Act, 1974.

RELATIONSHIPS (internal and external):

Internal:	1.	Teaching and support staff within the school
	2.	Members of the Governing Body
	3.	Users of the school
	4.	Voluntary helpers
	5.	Students

External:	1.	Parents/Carers
	2.	Visitors and customers
	3.	Relevant agencies and organisations e.g. Early Break, Sunrise team
	4.	Other professionals e.g. HYM, #THRIVE, RANS, Doctors
	5.	Staff in other schools

Responsibilities:	The postholder must perform their duties in accordance with the school's Equal Opportunities Policy.
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MAIN DUTIES

Students:

- To be responsible for the pastoral aspects of student welfare, development and progress of a year group.
- To be a highly visible presence at all times around the school and to manage student attendance and behaviour in a positive, persistent and relentless manner.
- To know key information about students and their family, and to use this to support students to make exceptional progress.
- To ensure that students are praised for good work and behaviour and that the school's Reward System is actively promoted.
- To maintain an atmosphere that is happy, controlled and which reinforces the school's ethos of high expectations.

- To ensure that all students in the year group receive high standards of care at all times and that their emotional and social development is appropriately supported.
- To administer the school's programme of sanctions in accordance with the Behaviour Policy, applying a consistent, firm and fair approach.
- Set individual student targets and monitor behaviour as part of the pastoral support programme.
- Analyse a wide range of student data, including data on attendance, behaviour and attitude to learning and apply appropriate intervention strategies.
- Working with SLT and other HOYs to look for reasons for good or poor attendance and progress, whilst developing intervention strategies, in a timely and effective manner.
- To assist with the organisation of and attendance at internal and external meetings involving students, families and external agencies and co-ordinating follow-up interventions arising from these meetings.
- To lead on attendance and punctuality for their year group, by inspecting attendance records and checking reasons for absence, truancy and lateness. Communicating with parents and outside agencies where necessary.
- To prepare paperwork for referral of attendance issues to the LA.
- To accurately maintain appropriate students' records including behaviour logs and pastoral student reports.
- Engage the support of parents/carers and arrange meetings in order to acquaint them with the school policy or to discuss the welfare and progress of any particular student.
- Take steps to minimise bullying and support victims of bullying.
- Relate to students with a range of problems, circumstances and diverse social and cultural backgrounds.
- Endeavour to ensure that students remain in lessons or return to their lessons as soon as possible following interventions.
- Attend meetings for individual students, including those involving external agencies.
- To work with the SLT and DSL to introduce and promote initiatives to raise standards of uniform, behaviour, punctuality and attendance, including appropriate awards.
- Play a role in the activities offered as part of the primary transition programme.
- Assist with the managed move process including paperwork, inductions and review meetings.
- Be responsible for the accuracy of information and completion of all paperwork and liaising with parents for students on Internal and External exclusions.
- To work with external agencies and organisations to ensure that any barriers to learning for individuals are overcome
- To always be inquisitive and proactive in following up any issues involving students in the year group and to take ownership in sharing best practice across staff in ensuring effective management of individual students within the curriculum.

Staff:

- To develop an effective team approach with form tutors to meet the pastoral needs of students and improve their behaviour and attendance where necessary.
- To work with Senior Pastoral Staff and SLT to monitor, assess and develop the roles of the form tutors providing support and advice including updating them of changes to school policies.
- Under the direction of the SLT to organise Year Team Meetings, circulating minutes and undertaking any follow-up action required.
- Liaise with external agencies such as the EWO, HYM, #THRIVE.
- To lead and conduct assemblies involving outside speakers, other staff, form tutors and students according to an agreed rota.
- Assist with the supervision and completion of staff duties.
- Liaise with other schools to arrange student transfers and placements.
- To work with the SEND and SEMH Departments in order to identify and support students.
- To work with the SENDCO and HOD's to ensure that students have appropriate personalised provision and intervention to meet their needs.
- To establish good and frequent dialogue with other members of staff concerning the behaviour and progress of students in the year group and ensure staff confidence that any concerns are dealt with promptly.
- To assist with the supervision of corridor areas and on-call duties to maintain high standards of behaviour.

Organisation:

- Work with Heads of Department, Pastoral Staff, Form Tutors and colleagues to maintain effective behaviour that supports learning.
- To communicate effectively with parents, staff and students.
- To proactively role model interactions ensuring that these are productive and positive.
- To work with Senior Pastoral Staff and SLT to monitor, evaluate and review the consistent application of the behaviour system and routines for learning.
- To positively advocate the behaviour policy at all times and promote and reinforce routines that maximise learning time.
- To contribute to the organisation of, and attend Parents Evenings, providing support to Form Tutors and teaching staff as required.
- Assist with the supervision of students out of lesson times including before and after school.
- Keep accurate records of intervention and action taken including behaviour logs and communicate any appropriate information to the various stakeholders ensuring that GDPR and Data protection procedures are followed.
- To accommodate Freedom of Information and Subject Access Requests from parents and students in line with Data Protection and GDPR compliance.
- Support the school's Quality Assurance of reports to parents.
- Undertake other duties as required in supporting the implementation of the School Improvement Plan.
- Publicise successes by giving out certificates, awards and rewards.
- Represent the school at external meetings.
- Contribute to the effective use of student premium money to support the year group.
- Co-ordinate programmes of extra-curricular and voluntary activities for the year group such as trips, charity work and inter-form competitions.
- Monitor the use of morning tutor times in conjunction with year group linked SLT to ensure high quality consistent approach.
- Prepare reports as requested; this could be for a range of staff, including Governors or SLT.

Parents:

- Be the focal point for parental contact, parental interviews, telephone calls, emails and letters including co-ordination of the Pastoral Administrator's role.
- Advise parents on suitable and appropriate support agencies to support student wellbeing.
- To contribute to the organisation of, and attend Parents Evenings and consultation evenings supporting staff.

Support for the school:

- Be aware of and comply with all school's policies and in particular the procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to an appropriate person (as named in the policy concerned).
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the organisation, routines and upkeep of the working environment.
- Support with administrative duties as required.
- Attend trips with relevant year group(s) as required.

SECONDARY DUTIES

The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed	Post holder	Date

Signed

Line Manager

Date

