

## Post Description - Head of Year (non-teaching)

<b>Post Title:</b>	Head of Year (non-teaching)	<b>Post Holder</b>	
<b>Community:</b>	Pastoral - Behaviour & Attendance and Welfare & Safe Guarding.	<b>Reporting to:</b>	Teaching Head of Year, and Assistant Headteacher for Behaviour and Attendance
<b>Liaising with:</b>	SLT; HoD's; Welfare and Safeguarding Team; Teachers and Teaching Assistants	<b>Line Managing:</b>	N/A
<b>Post Type:</b>	Permanent	<b>Salary/Grade:</b>	Band 5 TT + 2 weeks (40 weeks)

### Safer Recruitment Statement

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).

### Every member of staff is required to:

- Work towards and promote the vision of the school
- Support and contribute to the achievement of the School Improvement Plan
- Support and contribute to the school's responsibility for safeguarding students
- Undertake professional development activities to enhance personal development and post-performance
- To maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff
- To be a good role model to our young people
- Promote equality, celebrate diversity and seek to reduce disadvantage

### Role and Responsibilities:

#### In supporting the Behaviour & Attendance department

##### Professional Behaviors

Demonstrate professional behaviors appropriate to the post. This includes sustained support and promotion of the learning organisation's philosophy, culture, ethos and climate for learning, demonstrating both integrity and corporate responsibility within and beyond the learning organisation in relation to policies and decisions.

##### Professional Standards

- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
- To be friendly, helpful and welcoming to parents and members of the wider community visiting or making contact with the learning organization.
- To provide a good role model for students.
- To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect.
- To deal with students in a manner which conveys mutual respect.

##### Accountability

In the first instance you are accountable to the Teaching Head of Year and Assistant Headteacher for Behaviour and Attendance for the above role and for any additional specified responsibilities.

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### **Specific Responsibilities:**

#### **Main purpose of the role:**

- To contribute effectively to the management of pastoral care and be dedicated to the school's values- Inspire, Transform, Succeed.
- The Head of Year will be expected to support the aims and objectives of the school, in particular behaviour, attendance and welfare.
- To ensure that each year group is managed to enable all students to achieve and have a sense of pride in their school.
- To analyse behaviour and attendance data and, plan and deliver appropriate interventions according to the policy.
- To support the behaviour management and pastoral support for learning.

#### **Role and Responsibilities:**

- Establish consistency with the behaviour and attendance policies through your respective year group.
- Keep Head of Year (teaching) updated throughout regular meetings
- Liaise weekly with Form Tutors regarding behaviour and attendance concerns and interventions.
- Create a robust schedule to quality assure Form Time, Form Tutor behaviour and attendance intervention
- Evaluate the use of pastoral data via Arbor and use this with Form Tutors and Welfare Team to inform behaviour intervention and support.
- Liaise with external agencies to provide support for students within the school.
- Create documents of support to discuss interventions for the most vulnerable students at risk of permanent exclusion.
- Oversee communication with parents including letters, family support meetings, phone calls and text messages.
- Act as the main point of communication for parents within your year group(s).
- To be available for students in your year group/s, parent/guardians and staff throughout the day.
- Liaise with the Safeguarding team and SEND team to identify most appropriate support/intervention for students.
- Prepare and deliver assemblies for year groups within your year group/s.
- Deliver CPD on consistent behaviour management.
- Support with Patrol calls, C3 reflections and late detentions for students within your year group/s.
- To contribute to the implementation and monitoring of the behaviour management system (C - System) in order to ensure that effective learning can take place.
- To monitor and address punctuality and attendance liaising with the Attendance Officer.
- Support with home visits for the persistently absent/severely absent pupils.
- Support with morning gate duties, ILH duties, Patrol and lunch/break duties.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

### **General points:**

- The school will endeavour to make any necessary reasonable adjustments to the post and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.
- This post description is current at the date shown below, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and post title.
- This post description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it shall be construed.
- The conditions of appointment are in accordance with the National Joint Council's Conditions for Administrative, Professional, Clerical and Technical Staffs, as amended by the Supplemental Conditions of the Borough of Trafford for salaried staff.

<b>Postholder:</b>		<b>Date:</b>	
<b>Headteacher:</b>		<b>Date:</b>	
<b>Last updated:</b>	<b>Sept 2024</b>		