**BIDDENHAM INTERNATIONAL SCHOOL & SPORTS COLLEGE**

**JOB DESCRIPTION**

**Job Title:** Head of Year

**Grade:** TLR 1A

**Reporting to:** Deputy Headteacher - Inclusion

**Job Purpose:**

The primary purpose of the post is to directly lead on ensuring all students make excellent progress and ensure robust pastoral care is in place to support students and families.

**THE HEAD OF YEAR WILL:**

* Lead and manage the tutor team supported by the relevant AHOY.
* Take the lead on attitudes to learning across the Year Team.
* Ensure the Ready Respect Reward policy is supported throughout the school by staff and students alike.
* Work with the RSL to support all students to make excellent academic and personal progress relative to their starting points.
* Identify students at risk of being NEET and where appropriate work with key staff to support, mentor, engage and develop student’s love of learning.
* Further the spirit of belonging to and identification with the year group and the school.
* Be expected to interact and lead colleagues on a professional level in order to promote a mutual understanding of the school’s vision and values.
* Be expected to network and liaise across a range of external providers, schools, community and co-ordinator networks, to ensure a consistency of approach regarding standards, support, transition and high quality learning and teaching.

**MAIN DUTIES AND RESPONSIBILITIES:**

* To work with the RSL to develop a resourced pastoral curriculum programme for the academic year.
* To analyse behaviour data and put in place appropriate interventions and support.
* To meet with the RSL twice half termly, in order to collaborate on the year team data. The focus of the meetings will be to monitor and track students’ progress and decide appropriate interventions that enable all students in the year group to achieve their full potential.
* To plan and lead the assembly programme, guided by the agreed pastoral curriculum and half termly ELS themes.
* To be prepared to adapt swiftly, where the year group needs can be met by adapting the pastoral programme, to an alternative topic which better suits the current climate (in school, local, national or international).
* To support tutors, where appropriate, during tutor time through half termly learning walks
* To ensure that tutors monitor the individual progress of their tutees, that they know how to swiftly identify students under pressure and to provide support, including regular contact with parents.
* To support the professional development of form tutors and other colleagues.

* To ensure that tutors effectively deliver the statutory pastoral curriculum, through tutor time and ensure PHSE is delivered successfully.
* To keep an overview of the Year Teams engagement with Unifrog, in particular students activity on the platform and registering appropriate interactions the whole year has through assemblies or experiences.
* To chair all Year Team meetings and ensure that agendas and minutes are provided and circulated ensuring robust communication across the Inclusion team.
* To stand in for absent tutors when required.
* To organise and lead Parents’ Evenings, including interview schedules and monitoring of attendance
* To quality assure the reporting process, working with RSL’s and the wider SLT.
* To make appropriate referrals to appropriate external agencies on issues affecting learning and progress.
* To make contact with parents using a variety of communication methods, as necessary, to discuss student achievement.
* To arrange for induction of new students in conjunction with Deputy Headteacher - Curriculum.
* To maintain correct safeguarding chronologies and ensure paperwork is updated regularly.
* To liaise with outside agencies through the Team around the Family, Child in Need and child protection processes. Maintain updated personal safeguarding training.
* To attend and disseminate minutes to relevant pastoral team members from any safeguarding meetings regarding students.
* To monitor attendance and punctuality supported by the relevant AHoY.
* To take steps to prevent bullying and support the victims of bullying.
* To support the implementation of the school behaviour policy across the curriculum.

**ADDITIONAL DUTIES:**

* A nominated Head of Year will be the named Deputy person (DDSL) for Child Protection and Safeguarding and will work in collaboration with the schools named person (DSL) for Child Protection and Safeguarding.

**GENERAL:**

* To be aware of and comply with policies and procedures relating to child protection and Safeguarding, including PREVENT, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person.
* Anything else that the Headteacher might reasonably request or is required to ensure the job is completed.

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**PERSON SPECIFICTION**

**HEAD OF YEAR**

Candidates will be measured against the following criteria:

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| --- | --- | --- | --- | --- |
| **Criteria** | **Preferred or Essential** | **Assessed via Application** | **Assessed via Interview** | **Assessed via Reference** |
| Graduate (QTS) with minimum three years experience. | Essential | ✓ |  |  |
| Evidence of further professional development relevant to the role. | Essential | ✓ | ✓ |  |
| Experience of teaching subject to exam level across KS 3-5. | Preferred | ✓ | ✓ |  |
| Thorough knowledge of National Curriculum and Key Stages. | Essential | ✓ | ✓ | ✓ |
| Clear evidence of enthusiasm for the teaching and Behaviour for Learning | Essential | ✓ | ✓ |  |
| Completely professional. | Essential | ✓ | ✓ | ✓ |
| Subscribe to Biddenham ethos and place the child at the centre of all work. | Essential | ✓ | ✓ |  |
| Successful pastoral experience. | Essential | ✓ | ✓ | ✓ |
| Evidence of good personal organisation. | Essential | ✓ | ✓ | ✓ |
| Evidence of a successful team working across the school. | Essential | ✓ | ✓ |  |
| Evidence of leading pastoral innovation. | Preferred | ✓ | ✓ |  |