



JOB DESCRIPTION

POST TITLE: Head of Year (non -teaching) - Mortimer Community College

GRADE: Band 7 SCP 31 - £41,771 (term-time only)

RESPONSIBLE TO: KS3 & KS4 Co-ordinators

RESPONSIBLE FOR: Year Group

Main Objectives of the Post:

A Head of Year has the following main areas of responsibility:

- leadership of a year group of students and a year team of staff;
- responsibility for accurate record keeping for students in the year group;
- responsibility for referring students to appropriate outside agencies and completing the necessary documentation;
- all issues involving attendance within the year group;
- liaison with any other agencies in terms of support to any student where appropriate;
- manage the implementation of the school Behaviour Policy within the year group.
- all areas regarding the support, care and guidance of students in the year group.

Key Tasks of the Post:

a) Curriculum:

- to liaise with Faculty Leaders and teachers to identify and overcome barriers to learning in young people;
- to provide cover for lessons across the curriculum when teachers are absent.

b) Leadership:

- in conjunction with Form Tutors, ensure tutorial work is undertaken with students;
- to ensure that school standards are adhered to during Form Time and to challenge any inconsistencies with staff;
- to assist the Assistant Heads of Pastoral in being responsible for the orderly assembly of the Year Groups;
- to prepare and hold assemblies with the Year Group as part of the school assembly programme;
- to be a high-profile presence around the school, consistently delivering the school behaviour, attendance, punctuality and uniform policies in relation to their Year Group;
- to supervise students at all unstructured times of the day. To be part of the duty rota on a daily basis for both break and lunch times and supervise the orderly exit of the students at the end of the day.

c) Records & Referrals:

- to supervise and direct the daily report system, including the holding of thorough end of day surgeries to inspect and record students in daily report and the interviewing of other referrals;



- to co-ordinate all information received from staff, parents and outside agencies regarding individual students and to ensure that this information is distributed correctly and to check that action is taken where and when necessary;
- to identify students who need extra support (liaise with SENDCO), plan and implement intervention strategies with Assistant Heads of Pastoral;
- to be responsible for the preparation of reports and references, including confidential reports (for example, for social services, the education psychology team, reports for CAF meetings, core groups and strategy meetings);
- to arrange Year Group parents' evenings;
- to report on individual formal school reports.

d) **Liaison:**

- to liaise with outside agencies;
- in liaison with the Assistant Heads of Pastoral, communicate with parents and outside agencies when appropriate;
- to arrange meetings with parents in order to acquaint them with school policy, or to discuss the welfare and general problems of any particular student;
- to attend case conferences, and other relevant informal meetings such as Governors' meetings when called upon to do so;
- to attend school policy meetings as set down in the schedule of meetings;
- to lead year team meetings and action any responses from those where appropriate;
- attend SEND and related meetings as necessary;
- to supervise the reception and placement of new students in consultation with the Assistant Heads of Pastoral;
- to be part of an "on call" system;
- to attend colleges and other off-site providers with students to ensure consistency of behaviour;
- to have responsibility for year group attendance;
- to work with Services for Young People, and other staff, to deliver the school's policy on attendance. To assist in the early identification of those at risk of non-attendance and to manage the rewards policy in relation to good attendance;
- to lead weekly meetings with SYP in order to identify any significant issues relating to any students in their year group and to track students who are in vulnerable groups, such as CLA, or for students who are subject to other support or intervention such as CP, CIN, CAF, HiF;
- to organise and oversee parental contracts in relation to behaviour and attendance, as per policy, and discuss further action where relevant with parents and SYP.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive, and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: SH/DW

Date: Oct 25

