



JOB DESCRIPTION:

Post Title	HEAD OF YEAR
Purpose	<ul style="list-style-type: none"> • The management of a year group with reference to the outcome of ECM. • To model, motivate and aspire high levels of expectation, performance and standards. • Provide support for vulnerable students, particularly with regard to behaviour and attendance. • Identify and establish the development of year group priorities in the development plan. • Develop and manage the year council.
Responsible for	<ul style="list-style-type: none"> • Leadership and management of Student Support Leader attached to the Year. • Liaison with other relevant staff. <p><u>Social Inclusion</u></p> <ul style="list-style-type: none"> ○ Positive learning environment. ○ Behaviour management. ○ School forum/council. ○ Attendance monitoring. ○ Student issues. ○ Parental contact. ○ Liaison with internal and external support agencies.
Responsible to	Senior Leadership Group Link
Strategic Direction	<ul style="list-style-type: none"> • Collaborate with the production of the Year Development Plan, with particular reference to care, well-being and self-esteem. • Monitor, review and evaluate the impacts of interventions with behaviour/attendance and vulnerable target groups. • Liaise with Senior Leadership Group Link for behaviour/attendance and Attendance Officer in evaluating and reviewing current policies.
Student Learning and Progress	<ul style="list-style-type: none"> • Provide information and support to facilitate transition. • Take a lead role in reporting to parents. • Provide support and information which ensures a fully effective tutor team. • Promoting positive behaviour and good attendance supports students with learning. • Support to individual and cohorts of students in their progress toward the five outcomes of ECM. • Support in the personal development of cohorts and individuals.

	<ul style="list-style-type: none"> • Provide support and direction with key year group milestones. • Provide feedback to teaching and support staff which will enhance learner provision. • Maintain accurate records of student interventions and evaluate their impact.
Student Support	<p><u>Positive Learning Environment</u></p> <ul style="list-style-type: none"> • Maintain a high profile approach toward praise and rewards within the year group. • Prepare and run year group assemblies. • Maintain effective communication with teaching staff. • Develop a programme of events, activities and enrichment for the year group. <p><u>Behaviour Management</u></p> <ul style="list-style-type: none"> • Provide short, medium and long term support in line with the school's behaviour policy. • Develop strategies to support a specific cohort of students within Behaviour Target Group. • Ensure that the school's policies are fully implemented. • Monitor, review and evaluate distance travelled toward target outcomes with Behaviour Target Group. • Use data available e.g. Sleuth, PASS, teacher feedback to monitor and track overall progress of year group. • Liaise with Student Development Centre manager regarding placements. • Liaise with Learning Difficulties and Disabilities Team. • Liaise with Senior Leadership Group link responsible for behaviour and attendance. • Liaison with parents. • Liaison with external agencies in support of the ECM agenda. <p><u>Attendance Monitoring</u></p> <ul style="list-style-type: none"> • Monitor attendance of students in line with the attendance policy. • Liaison with Attendance Officer. • Liaison with parents. • Liaise with external agencies in support of the ECM agenda. • Deliver intervention strategies for support and promote good attendance. • Provide information for the Senior Leadership Group link responsible for attendance. • Seek and share best practice. <p><u>Student Issues</u></p> <ul style="list-style-type: none"> • Provide support for students where issues arise which hinder progress towards ECM outcomes. • Liaise with Senior Leadership Group link and provide information which may facilitate intervention strategies.

	<ul style="list-style-type: none"> • Liaise with parents. • Liaise with external agencies. • Seek and share best practice. <p><u>School Voice</u></p> <ul style="list-style-type: none"> • Develop involvement of students in the year forum and school council. • Manage the provision of year forum and council meetings. • Provide information for Senior Leadership Group link arising from student council. • Encourage, implement, analyse, feedback and evaluate student voice within your year group. <p><u>Internal and external support agencies</u></p> <ul style="list-style-type: none"> • Liaise with internal support, including Attendance Officer, LDD team, Learning Mentors and the Student Development Centre. • Liaise with external support agencies including School Nurse, Social Services, CAMHs, ESWS, partner learning providers etc.
Additional Duties	In line with year group priorities and need.
Knowledge and Skills	<p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Knowledge and understanding of Occupational Health, Safety and Welfare legislation. • Knowledge and understanding of Equal Employment Opportunity legislation. • Knowledge and understanding of the Principles of Quality Assurance. • Behaviour management and modification programmes. • Principles and practices of student leadership and management. • Knowledge of record-keeping systems and procedures. • Principles and practices of monitoring/assessment and evaluation. • Knowledge of external agencies providing support services of students and their families. <p><u>Skills</u></p> <ul style="list-style-type: none"> • Ability to manage own time effectively and to prioritise. • Be self motivating, pro-active and innovative. • Demonstrated high level of organisational and decision making skills. • Excellent interpersonal skills with other professionals, students and parents. • Behaviour management/modification skills. • Ability to handle situations empathically. • Proficient in the use of ICT. • Ability to analyse data.