



The Royal Liberty School

"Where boys are ambitious, where boys succeed"

Job Profile

Job Title: Head of Year
Pay Scale: SO1 Point 23 to 25
School: The Royal Liberty School
Responsible to: Director of Pastoral Care
Staff Managed:

Job Purpose

The purpose of the Head of Year is to provide pastoral support for students. Their main responsibility is to promote positive behaviour, safeguard the students and maintain an overview of the academic performance and progress in a year group.

Heads of Year liaise with a number of staff within the school including Form Tutors, SENDCO, Learning Mentor and Attendance Officer.

To be responsible for a Year Group, establishing a positive ethos & identity.

Evaluate students' progress, achievement and attainment and report to the Governors, Trust, SLT, staff and parents as appropriate.

To provide support for students to promote a positive attitude to learning which will enable students to make the most of the learning opportunities that are open to them.

They are the first contact point for parents, responsible for ensuring that there is a positive working relationship between home and school.

Key Responsibilities

- Encourage good, positive respectful behaviour amongst students in accordance with the Behaviour Policy. Contribute to the moral, intellectual and social development of students.
- Develop a personal knowledge of students and provide information and advice as required.
- Promote the pastoral well-being of students:
 - Monitor the School's behaviour log (Bromcom), analyse use of on-call and attendance on Bromcom. Report these findings to the Director of Pastoral Care and implement Learning Development & Support
 - Address behaviour of students causing concern following School Behaviour Policy.
 - Meet with parents/carers of students whose behaviour is causing concern.
 - Attend and or lead reintegration meetings following fixed term exclusions.
 - Liaise with external agencies, relevant school staff and School Counsellor to ensure a coordinated approach to students.
 - Liaise with members of staff on matters relating to students' progress and attendance.
 - Prepare behaviour support plans for students whose behaviour is being monitored
 - Complete Safeguarding Training in line with statutory requirements.
 - Report CP concerns to the Designated Safeguarding Lead.
 - Complete MARF referrals to Social Services.

- Attend relevant safeguarding or child protection meetings and prepare relevant paperwork for these.
 - Monitor the year group's vulnerable students and support when needed.
 - Interview new students applying for school places.
 - Ensure that students are rewarded consistently and effectively for their efforts.
 - Monitor and support students who undertake leadership responsibilities.
 - Attend Parent Consultation Evenings for the cohort.
- Promote the ethos of the Year Group:
 - Discuss issues with tutors and provide support as necessary.
 - Report issues with tutors to AHT Learning Development & Support.
 - Lead year group assemblies.
 - Write references for Yr. 11 College applications (Head of Year 11 only).
 - Year 6 transition (Head of Year 7 only).
 - Take an active role in School Performance Management System to review own progress and set targets for future development.
 - Apply the behaviour sanctions consistently within the school.

Other Professional Responsibilities:

- To take appropriate action to identify and minimise any risks to health, safety and security in the immediate working environment.
- To work in accordance with the values of the school particularly with regard to promoting positive attitudes towards tolerance and respect for other people.
- To work in accordance with school policies and procedures as identified in the staff handbook and school policy folder.

Notes:

1. The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.
3. This is a new job profile for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time-to-time.

Signed:

Date:

Signed:

Date:

(Head Teacher)

Royal Liberty School is committed to safeguarding and promoting the welfare of children and young people. All adults who work at the school must share this commitment to young people.

Head of Year Person Specification

Skills and Abilities	Essential	Desirable	Assessed By
Able to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Able to work independently and as part of a team.	✓		Application & interview
Able to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Able to communicate and interact effectively with adults, children and young people	✓		Application & interview
Competence in the core suite of office software	✓		Application
Knowledge			
A thorough understanding of information resources, including computers, and their application to teaching and learning	✓		Application and interview
An understanding of how children and young people learn	✓		Application and interview
A thorough understanding of the school curriculum and how a school operates	✓		Application and interview
An understanding of child protection policies and procedures in schools	✓		Application and interview
Record keeping systems and procedures used within schools	🚲		Interview
An understanding of health and safety policy the responsibility of the individual in ensuring its implementation	✓		Application and interview
Qualifications and Experience			
GCSE at A* - C in English and mathematics or equivalent	✓		Application
Prior experience of working in a school.		✓	Application
Willingness and motivation to participate in any training or development required to improve skills/performance	✓		Interview