



Stockport School

Job Description

Head of Year

Pay Scale: Scale SO1, Points 23-28 (Actual Salary: £31,433 to £35,740)

Hours of Work: 37 hours per week, Term Time plus 15 days only

Post Reports to: Senior Leader

The post is a non-teaching post

Main purpose of the job

The position of Head of Year requires the appointed person to undertake the following responsibilities.

The post involves supporting their Senior Leader to lead a team of Form Tutors and a Year group of students, whilst line managing an Assistant Head of Year.

The post will involve managing and leading on aspects of the pastoral provision for the students including planning, evaluating and monitoring procedures.

The appointed person will be required to play an active role in whole school development and to actively support whole school policies by reflecting these through working with their Senior Leader in designing and implementing the Pastoral Development Plan and pastoral support for the students.

Pastoral Care

- To support the aims of the SEAL programme in collaboration with the SEAL/Citizenship Co-ordinator and team of Form Tutors.
- Responsibility for the overall progress, care and welfare of the students in the Year group.
- Together with their Senior Leader, lead the team of tutors in pastoral matters ensuring they are aware of and understand the policies of the school reflecting pastoral care issues and policies into practice.
- To foster an interest in and actively encourage students to take part in extra-curricular activities, social events, charities and community activities.
- To undertake the Tier 1 Mental Health Assessment & Mentoring for students.
- To be the LAC designated contact and be responsible for writing and organising PEPs

Liaison with Other Agencies

- To consult regularly with a Senior Leadership line manager, the Assistant Head of Year, and a team of Form Tutors in maintaining effective overall pastoral responsibility for the students in the Year group.
- To liaise with parents regarding the personal development and progress of the students in the Year group.
- To liaise with other outside agencies as appropriate to the needs of individual students.
- To attend, chair and organise meetings called internally and externally concerned with the support and welfare of individual students or groups of students.



POSITIVITY

RESPECT

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DETERMINATION





Stockport School

Administration

- To be responsible for the administration associated with excluded students and those in the INTEX room.
- To maintain accurate up to date records of all students in the Year group regarding personal and academic development i.e., SIMS / Record of Achievement process / ATL tracking.
- To be responsible for the coordination of all pastoral and care agencies which may affect the individual students or groups of students.
- To organise and attend Parents' Evenings to inform parents of progress of students and communicate with those parents who cannot attend.
- To work with the Attendance Officer and EWO to coordinate the checking of daily registration of students in their Year group and to ensure that it meets the regulations set to record student attendance and to ensure that reasons for absence and lateness are checked and recorded.
- To ensure the Form and Year group attendance rates are displayed and best performances are recorded.
- To attend, support and lead Year group assemblies and arrange outside speakers as necessary.
- To chair or support regular Year team meetings, to minute the meetings and to ensure clarity of purpose and follow-up procedures.
- To collect student contributions to trips as appropriate.
- To be available for duty upon a daily basis, as required.
- Use electronic communication systems for e-mailing/texting as required.
- Occasionally provide emergency cover for absent teachers at periods of high absence and cover for Form Tutors as required.

Staff Development

- To assist with the professional development of Form Tutors and other staff working with students.
- To make available all relevant information regarding pastoral systems development to the tutor teams.
- To be responsible for the induction of new tutors to the pastoral systems in place at Stockport School and to check that they understand and implement policy into practice.

Quality Assurance

- To assist with the implementation of an agreed system to monitor individual student progress with the focus to raise student progress and achievement.
- To coordinate the monitoring of the use of student planners and to promote their effective use.
- To administer and be responsible for ensuring end of year reports/grade cards are distributed.
- To write summary reports for students, as required.
- To monitor, evaluate, and quality assure the use of tutor time during registration periods to promote its effective and appropriate use.

Rewards and Discipline

- To monitor the behaviour of the Year group, offering support as necessary.
- To cover the INTEX room, if required.
- To undertake On-Call Patrol duties around the school, as required.
- To effect disciplinary procedures when required, to encourage positive behaviour in the Year group. This will include running detentions as appropriate.
- To reward as necessary achievements of individuals or whole Year groups either in assembly or individually as appropriate.
- To promote the effective operation of the reward system in Stockport School, thus encouraging and motivating students.
- To represent Year groups at any event which promotes and rewards achievement and excellence.
- To undertake such other duties related to the work of the school appropriate to the post.



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Health and Safety

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

This job description will be reviewed on a regular basis and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but it sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Post holder:

Signed: Date.....

Line Manager:

Signed: Date.....

Headteacher:

Signed: Date

