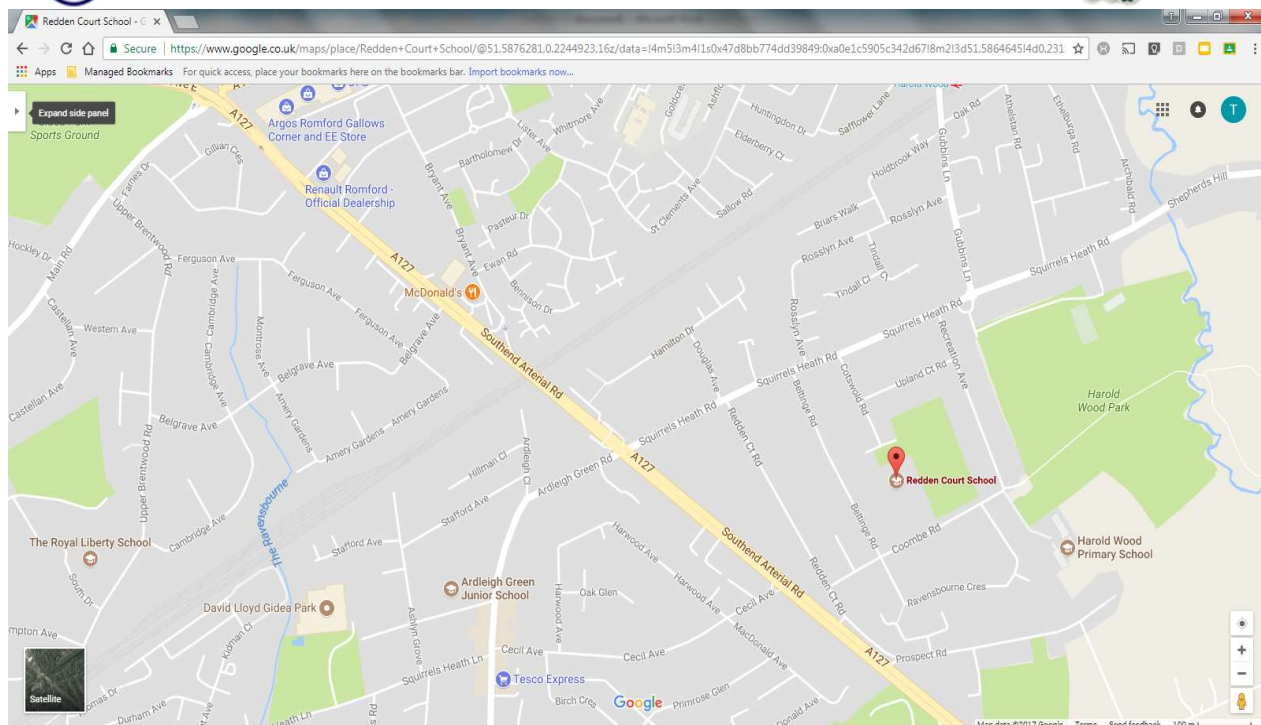




REDDEN COURT SCHOOL

Committed to Success for All



Job Profile

Job Title:	Pastoral Head of Year
Pay scale:	SO1 P23-25 (£25,574)
Hours:	39 weeks plus holiday pay of 5.8 weeks
Reports to:	Assistant Head of Pastoral
Staff managed:	Tutor Team and relevant Support Staff

Job purpose

Pastoral Head of Year responsibilities:-

- To develop personal knowledge of students and provide information and advice as required.
- In collaboration with all staff, to be responsible for:
 - the moral, intellectual and social development of students.
 - pastoral care.
- To keep students' records of attainments, attendance, achievements and track progress.



- To liaise with external agencies, and help write reports and attend appropriate meetings when required.
- To liaise with the member of SLT with oversight of pastoral care.
- To participate in decisions relating to students.
- To formulate policy on pastoral care in conjunction with other relevant staff.
- To ensure that agreed school policies are adhered to.
- To manage the team(s) of tutors and the delegation of responsibilities and tasks.
- To oversee aspects of the day to day running of tutor teams.
- To liaise with the EWO assigned to the school over matters relating to the welfare of students.
- To appraise current practice and offer advice and guidance as appropriate.
- To help ensure there is a sharing of information regarding the progress of individual students with parents, tutors and teaching staff.
- To attend home visits and external meetings pertinent to the pastoral care of students.
- To organise and liaise with the Curriculum Manager, the management of the student monitoring process.
- To co-ordinate the provision of assemblies which promote British Values.
- To participate in cross-curricular developments within the school.
- To keep up to date with the latest research and literature of the pastoral care of children.
- To participate in relevant staff development programmes within the school and local authority and when appropriate, contribute to in-service training of less experienced colleagues.
- To make a positive contribution to the overall development of the school in co-operation with other staff and outside agencies.
- To liaise with other Pastoral Heads on transfer of students as they progress through school.
- To undertake any duties at the direction of the Head Teacher which are consistent with the responsibilities of the post.