



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:	Assistant Head teacher + Senior Head of Year
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 academic support for students and to promote a positive attitude to learning which will enable students to make the most of the learning opportunities that are open to them.

To support teaching staff in raising standards of students attainment and achievement by monitoring and supporting student progress and identifying appropriate targets and interventions strategies.

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

Monitor the standards of achievement and behaviour within a Year group.

Heads of Year will occasionally be called upon to provide cover for absent teachers.

Key Responsibilities

- Encourage good, positive respectful behaviour amongst students in accordance with the Managing Behaviour Policy
- Promote the pastoral well-being of students:
 - Monitor the Go for School's behaviour log, analyse use of on-call and attendance on Sims. Report these findings to the AHT 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, the Learning Mentor and School Counsellor to ensure a coordinated approach to students.
 - Liaise with members of staff on matters relating to students' progress.
 - Arrange & chair in-school multi-agency meetings for students causing concern & disseminate agreed strategies to teaching staff.
 - Attend formal attendance meetings with the Attendance Officer and implement & monitor agreed strategies for support.
 - Liaise with the Attendance Officer and EWO to ensure good attendance of students.
 - Ensure that students who are persistently late are challenged and supported to improve.
 - Prepare behaviour support plans for students whose behaviour is being monitored
 - Complete Safeguarding Training in line with CPD development.
 - Report CP concerns to the Designated Safeguarding Lead..
 - Complete MARF referrals to Social Services.
 - Complete CP referrals when agreed by Designated Safeguarding Lead..
 - Lead on LAC reviews and PEPS. Set agenda, invite all parties, disseminate minutes & follow up actions.
 - Lead on CiN meetings and liaise with Social Services, follow up actions.
 - Write CAMHS referrals and lead on all follow up meetings.
 - Set up Alternative Provision where agreed by AHT and monitor student attendance and progress.
 - Prepare information for students who are referred to the Inclusion Panel Team.
 - 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.
 - Identify students in need of intervention. Set up and evaluate the effectiveness of appropriate programmes and liaise with Assistant Head teacher (Assessment & Progress)
- Promote the ethos of the Year Group:
 - Organise and run tutor meetings within the Year Group
 - Monitor the effectiveness of tutors' contact with home and keeping to deadlines.
 - Discuss issues with tutors and provide support as necessary.
 - Report issues with tutors to AHT Learning Development & Support
 - Organise inter-Year competitions
 - Review the tutor programme with AHT Learning Development & Support each year
 - Lead Year assembly
 - Write references for Yr. 11 College applications (Head of Year 11 only)
 - Year 6 transition (Head of Year 7 only)
 - Check Achievement Reviews & reports written by teaching staff
 - Take an active role in School Performance Management System to review own progress and set targets for future development
 - Take a leadership role in a whole school responsibility.

To contribute to the Behaviour sanctions within the school:

- To contribute to the report each ½ term which analyses the number of students, types of behaviour and student success once the internal, external and fixed term exclusions has been completed so the effectiveness of the provision can be evaluated.

- To contact parents/carers of students so that they are aware of their son's behaviour
- Follow up students who have been externally isolated or fixed term excluded to ensure their reintegration is successful.
- Liaise with schools with whom we have agreed alternative provision and ensure work is sent for any of our students placed.
- Liaise with teachers and other staff as appropriate to secure a positive outcome when a student returns to lessons.
- To develop mentoring programmes for students at risk of exclusion or disaffection under the guidance of the Assistant Head Teacher.

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 postholder 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