



Bishop's Hatfield Girls' School

Head of Year Job Description

Job Title: Head of Year **Date reviewed:** January 2024

Salary grade: H5 - H6 depending on skills and experience

Time currently employed p.a.: 37 hours per week. Term-time + one week (INSET days)

Responsible to: Deputy Headteacher (Inclusion)

Purpose of the job:

- To provide support to the pupils in the assigned Year so that they are ready to learn and able to play a full and successful part in the life of the school
- To support the year group in adhering to the Bishop's school expectations and values

Main areas of responsibility and accountability:

Student Progress and Wellbeing

- To support the pupils in continued good behaviour by enforcing the school rules
- To support and promote high levels of attendance and punctuality across the assigned year group
- To monitor pupil sickness, attendance and punctuality patterns and to set and monitor targets for improvement
- To monitor rewards and sanctions applied to the year group
- To liaise with relevant staff including the school counsellor, SENDCO, Pupil Support Centre Manager, Behaviour Mentor as appropriate
- To provide appropriate in-school support to pupils who experience specific social, emotional, behavioural and mental health challenges and refer to experts/specialist agencies following discussion with the Deputy Headteacher
- To support pupils returning to school after prolonged absence

Communications

- To communicate effectively and efficiently with parents / carers / colleagues / other agencies
- To record and share information on CPOMS in accordance with school policy
- To field parents' / carers' queries and complaints and communicate to the appropriate personnel within the school as necessary
- To lead the weekly Form Tutor Briefings, setting the agenda and following up actions
- To attend all relevant assemblies and contribute and/or follow up as appropriate
- To assist with the organisation and running of Parents' Evenings, Options' Evenings etc.,
- To signpost pupils and their families to support available from external agencies, complete relevant referrals and liaise with external agencies where necessary
- To attend relevant meetings with professional services and agencies for the assigned year group as required

- To attend Parents' Evenings and events related to assigned year group e.g. Options Evening, Open Evening

Behaviour

- To investigate, record and appropriately sanction behaviour incidents, including online incidents
- To check that pupils are adhering to uniform rules, including jewellery, make-up, appropriate footwear
- To investigate and identify pupil concerns through tracking and data analysis of sanctions in Go4Schools
- To support the pupils in resolving disputes
- To undertake patrols as required during the school day including visiting form rooms to check on pupil welfare
- To write, review and amend PSPs for identified pupils who are at risk of permanent exclusion, under the guidance of relevant SLT
- To implement strategies for individuals and groups of individuals as identified at Pastoral Care Team meetings
- To contact parents/carers regarding higher level sanctions

General support

- To support staff in collecting appropriate teaching materials for internally and externally excluded pupils or pupils who are unable to attend for prolonged periods of time
- To support implementation of public and internal examinations, eg lining up, chasing absences
- To accompany visits and field trips as required
- To plan and lead a whole year group trip, under the guidance of relevant member of SLT
- To assist with work-related learning (eg work shadowing, work experience etc)
- To facilitate in-year applications, eg tours, interviews/parental meetings, baseline testing (in liaison with Heads of Faculty), information to staff and allocation to form group
- To support the pupils in their organisation of lockers and keys

Cover (typically 3 or 4 lessons per week):

- To provide classroom supervision to whole classes in the absence of a teacher
- To supervise work that has been set by a teacher
- To manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive learning environment
- To respond to any questions from pupils about the process and procedures
- To deal with any immediate problems or emergencies according to the school's policies and procedures
- To collect completed work after the lesson and pass this to the appropriate teacher. Report, as appropriate, using the school's agreed referral procedures, on the behaviour of pupils during the class and on any problems arising

Job context

Currently, there is a Head of Year for each of Years 7, 8, 9, 10 and 11. There is a separate system of student support in place for the 6th Form. Heads of Year work as part of the Pastoral Care Team, liaising closely with the school Behaviour Mentor, School Counsellor and SENDCO. The school is part of the Welwyn Hatfield Local School Partnership which provides external support and training for pupils, parents and staff.

Each year group at KS3 and KS4 currently comprises 5 forms, mainly with full time tutors although there are some forms with shared tutors, attached staff and occasionally support staff as deemed necessary according to SEND requirements. At KS5, there is a Head of Sixth Form and an Assistant Head as well as a number of personal tutors who support pupils.

Additional specific responsibilities

Year 7

- Transition arrangements from Year 6 to Year 7

Year 9

- Assisting with the KS4 option choices process

Year 11

- Supporting pupils when choosing post-16 options, including Sixth Form
- Supervision of Prom and end of Year 11 celebration planning e.g. Yearbook

Experienced Heads of Year have the opportunity to take on a Safeguarding responsibility as a DDSL (Deputy Designated Safeguarding Lead). Appropriate training will be provided.

Equalities

Be aware of and support differences and ensure that all pupils have equality of access to opportunities to learn and develop.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to the appropriate person.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

Additional Information

The jobholder is required to contribute to and support the overall aims and the ethos of the school.

All staff are responsible for the safeguarding of pupils and for compliance with the school's Code of Conduct.

All staff are required to participate in training and other learning activities and in performance appraisal, as required by the school's policies and practices.

This job description is current at the date shown and may change if any further re-structuring takes place. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to parents/carers, visitors and telephone callers. The school will endeavour to make any necessary

reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The role covers 5 days per week during term time. A further 5 days will be required to cover INSET days or school events such as parents evenings. On occasions additional hours may be required (for instance to cover for staff absence) for which the job holder will be given time off in lieu. The quoted salary is pro-rated to reflect term plus INSET.

Person Specification

The below is not an exhaustive list, nor is it essential to have detailed experience or expertise in every area. Most importantly we are looking for candidates who have the ability to support our vision and values and are keen to learn and develop themselves.

Qualifications

Educated to Level 3 A level/BTEC or equivalent (minimum) with GCSE in English and Maths or equivalent

Knowledge and Experience

Successful recent experience working with children of relevant age
Ability to use standard office software (knowledge of school IT systems e.g. Arbor / CPOMS / Google suite would be useful but not essential)
Some experience of using data
Knowledge of how a school works
Basic knowledge of first aid would be useful
Knowledge of safeguarding and/or relevant training

Skills and abilities

Motivate, inspire and have high expectations of pupils
Work calmly and effectively under pressure and be flexible
Ability to manage pupils in a classroom setting
Understand the needs of children
High level of organisational skills, able to prioritise manage and own workload
Ability to communicate clearly (verbal and in writing)
Build rapport and can work with adults and children

Use own initiative and work independently with a minimum of supervision whilst also contributing effectively to a team

Good level of literacy and numeracy

Competence in the use of ICT

Approach problem solving creatively, adapting quickly and effectively to changing circumstances/situations

Critically evaluate own performance and learn from this