



Kingsmead School

Head of Year

A Head of Year at Kingsmead is accountable for promoting and safeguarding students' welfare and personal development. They will lead, manage and co-ordinate the strategic development of their year group with a focus on the Pastoral development, with responsibility for Behaviour, Attendance, Punctuality, mental health & development and the Readiness Curriculum. The Head of Year will support the work of the wider pastoral team and will lead, manage, motivate & develop year team tutors and the Deputy Heads of Year.

The Head of Year will be a visible presence within the school, monitoring students' behaviour at changeover times, break and lunch and within lessons, to maintain effective routines. To promote the ethos and values of the school. Working with Students, parents, middle leadership; the Heads of Year and Learning Directors of Department, and with relevant outside agencies.

Tutor Team	The Head of Year is responsible for leading and managing the Deputy Head of Year and the tutor team, planning, and leading year team meetings, ensuring expectations for tutorial are consistent; punctuality, entry & exit, behaviour, recording of attendance and delivery of program. HoY's should communicate clearly with their team daily and weekly to ensure consistency in practice and communication.
Readiness Curriculum	<p>The Head of Year will ensure the Just Reading Program and the Character Curriculum are delivered correctly by the tutors, checking resources prior to delivery and amending as required working with the Character Curriculum and literacy coordinators.</p> <p>The Heads of Year will deliver a weekly assembly, working collaboratively with the HoY's team and following the agreed assembly schedule to ensure consistency.</p> <p>Heads of Year will work with the DHT, Careers and Enrichment leads to plan and coordinate the specified DDD activities for their year group, understanding the plan over time and the needs of the year group, ensuring completion of registers, supervision of students and looking after external visitors working with the year group on the day.</p>
Attendance	Understand causes of Attendance, understand year group data and trends and work with attendance team & tutors to address this. Utilise relationships with Student's & Parent's to support Attendance concerns through conversation, contact & professional's meetings.
Behaviour	<p>Take responsibility for creating a positive behaviour culture, embed an understanding of the Behaviour policy with students and families. Understand the causes of Behaviour and work to ensure that correct support is in place, Understand year group data and trends and work with the Behaviour for Learning team, year link and assistant headteacher responsible for behaviour. Use weekly and termly data to manage students on report using systems, communicate concerns to students and parents, placing high profile students on behaviour support plans and managing these. identify issues with student dynamics highlighting to year link and curriculum leads where there is a need for curriculum set changes.</p> <p>To be a visible presence within the school establishing clear expectations for behaviour on arrival and dismissal from school, line ups, during lesson transitions, in the dining room, in the playgrounds and in the classrooms. Supporting where possible.</p>
Parental Communication	HoY's should ensure effective engagement with parents communicating school expectations and creating a positive working relationship, sharing positives and negatives, presenting at information evenings and being available at parent's evenings and school events to celebrate student achievement. Parental contact will in the first instance will be managed by the

	Pastoral Administrator. HoY's must return parental phonecalls within 48hours (in a working week) and be available to attend parental meetings, Behaviour meetings, including pre-emptive and BSP meetings, reintegration meetings and meetings with professionals. If unavailable for meetings HoY's should provide updates on the student as appropriate.
Safeguarding	HoY's will complete and maintain safeguarding training, they will respond to incidents on CPOMs working with the wider safeguarding team and professionals where necessary, understanding the needs of the students in their care and sharing information as appropriate.
Enrichment	HoY's will promote extra-curricular opportunities and monitor student engagement in these. HoY's will set a target to engage their year groups and monitor SEND & PPE students.
Trips	Plan and deliver a minimum of three reward trips in an Academic Year and arrange at least one appropriate residential trip. HoY's will lead trips and work with trip leads providing opportunities for all students. HoY's should quality assure all trips that their year group will be attending to ensure students are adequately supported for medical, behaviour or SEN needs.
	<p>In addition</p> <ul style="list-style-type: none"> • Heads of Year will analyse and interpret a range of data pertinent to the cohort, in order to monitor attainment, progress, behaviour, rewards, attendance and punctuality. • Work with the Academic lead and LDD's to identify classes of concern and offer strategies for support as appropriate • Have a knowledge and understanding of all of the different groups of students within the cohort (SEN, LAC, High Baseline data, underachievers, poor attenders, PPE, FSM etc) in order to be able to monitor progress and plan appropriate interventions. <p>Communicate student need to teachers as appropriate.</p> <ul style="list-style-type: none"> • To support the AHT KS3/4 in coordinating intervention and enhancement strategies for targeted groups of students. • To monitor the use of rewards and sanctions for the cohort, celebrating these in assemblies • To monitor homework and use of school planners. • Promote student voice • To maintain a year team noticeboard on TEAMS • To be a positive interface with the school for parents. • To have oversight of the role of the form tutors for the cohort, including identifying training needs and provide support for PSHE. • To lead and chair Year Team meetings, setting the agenda and recording the minutes. • To prepare students for progression