

JOB DESCRIPTION

| POST TITLE | Head of Year (Progress and Behaviour) |
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| Purpose: | <ul style="list-style-type: none"> • To promote the highest standards of pupil behaviour, attainment and attitudes within Year Group. • To monitor pupil progress and development of all pupils in Year Group and liaise with other staff when interventions are needed. • Ensure Year Group pupils experience a happy and successful progression through secondary school |
| Reporting to : | Assistant Head Teacher (Behaviour & Safety) |
| Responsible for: | Year Group Tutor team, Deputy Head of Year |
| Liaising with: | Assistant Head of Year, Parents, Tutors, Headteacher and other senior staff, Curriculum Leaders, other teachers, support staff and college council, SENCO and relevant non-teaching staff |
| Working Time: | 195 days per year. Full time. 1265 hours directed time |
| Salary/Grade: | MPR1-6/UPR 1-3, TLR 2.3 |
| Disclosure level: | Enhanced |
| Operational / Strategic Planning | <p><u>Pastoral Area</u></p> <ul style="list-style-type: none"> • To manage the Deputy Head of Year in dealing with pupils in Year Group • To encourage pupils' engagement with the education process by supporting behaviour for learning. • To ensure all pupils in Year Group know and understand the standards of behaviour expected from them and recognise that sanctions are fairly enforced. • To follow up concerns about behaviour of Year Group pupils travelling on buses to and from college. • To attend meetings and contribute to the work of the Pastoral Support Team. • To lead Year Group tutor team meetings • To work with other colleagues to formulate aims, objectives and strategic plans for the pastoral area to reflect the needs of the CIP • To work collaboratively with all members of the Pastoral Support team • To lead Year Group assemblies • To support safeguarding within the year group <p><u>Progress</u></p> <ul style="list-style-type: none"> • To actively monitor and mentor pupil progress through analysis of data and classroom observations (including SEND, PP, G&T, GRT etc..) • To organise implementation and analysis of CATs and Progress Data to provide additional quality bench-marking data. |

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| Staff Development/Recruitment and Deployment: | <u>Pastoral Area</u> <ul style="list-style-type: none"> • To work with Year group tutors to ensure all pupils wear the college uniform correctly • To identify teachers' professional development needs in relation to behaviour management and contribute to training where appropriate under the guidance of the Leadership team. • To identify tutor professional development needs related to active tutoring and contribute to staff training including induction of new staff. • To keep up to date with national developments in the pastoral area and attend relevant training <u>Progress</u> <ul style="list-style-type: none"> • Ensure all staff understand Progress data and how it can be used and to provide training where needed. |
| Quality Assurance: | <u>Pastoral Area</u> <ul style="list-style-type: none"> • To support and guide tutors in dealing with the behaviour and attitudes of pupils • To monitor and ensure implementation of college policies and procedures relating to behaviour management systems in line with college policies and procedures including Sanctions and Rewards and Anti-Bullying. • To be a proactive leader overseeing effective tutoring to support behaviour systems <u>Progress</u> <ul style="list-style-type: none"> • To quality assure Year Group tutor reports |
| Management Information: | <u>Pastoral Area</u> <ul style="list-style-type: none"> • To analyse behaviour data and action plan accordingly in liaison with subject leaders and other staff. <u>Progress</u> <ul style="list-style-type: none"> • To analyse and evaluate Year Group progress data and action plan accordingly with subject leaders and other staff |
| Communications: | <ul style="list-style-type: none"> • To liaise and ensure excellent communication with Heads of Year • To communicate with and liaise with Pastoral Support staff in maintaining records and information in line with college policy. • To develop and maintain effective communication with families of pupils when there is a behaviour or progress concern |
| Marketing and Liaison: | <ul style="list-style-type: none"> • To contribute to the College liaison and marketing activities, e.g. the collection of material for press releases. • To attend parental consultation evenings, open evenings and other college events. • To communicate positively and professionally at these events |
| Teaching: | <ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. Pupil contact time will amount to 20 periods per week. (See QTS role profile) |
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Additional Duties:

- To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils follow this example.
- Attendance at directed/calendared college meetings

Other Specific Duties:

To continue personal development as agreed.

To engage actively in the performance review process.

To undertake any other duty as specified by STPCB not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.