

Post title	Head of Year
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### JOB DESCRIPTION

**JOB TITLE:** Head of Year

### JOB PURPOSE

To lead and co-ordinate the team of Year Tutors.

To promote the positive behaviour and excellent attendance of all students within a specified Year Group

To coordinate a case load of students who are vulnerable to not making the required amount of progress.

To ensure student progress through effective discipline, conduct, monitoring, targets setting and intervention

To maintain high levels of excellent behaviour throughout the Academy by leading discipline measures, monitoring behaviour and attendance and intervening with positive measures when concerns arise.

### WORK PERFORMED

**Responsibilities and duties may include:**

- To lead and co-ordinate the team of Year Tutors
- To ensure that all students records are present and up to date
- To ensure that all files of each new student have been read and relevant information passed on
- To review SIMS and internal survey data to identify any potentially disaffected student within the Year
- To review and analyse data relating to student behaviour and attendance and utilise this in target setting with students.
- To set appropriate targets with students in order to assist them in reaching their target levels or grades.
- To review and monitor these targets regularly.
- To meet with students and parents as appropriate and agreed by the Academy.
- To mentor a case load of students who are considered to be 'vulnerable' or 'at risk' and support actions to support progress
- To work alongside other staff in supporting students as appropriate
- To work with external agencies to support vulnerable students within the Year Group.
- To liaise with support services such as Local Authority services, medical services, Educational Psychologists, etc...
- To patrol corridors and school site in general and reinforce positive student behaviour.
- To monitor students causing concern through report cards, behaviour targets and behaviour plans.
- To visit identified students and classes at the start of lessons to ensure that sharp, focussed starts are achieved.
- To attend call outs from staff where concerns arise.
- To mentor a case load of students who are considered to be at risk of exclusion.
- To carry out investigations with students following incidents within the Academy and then to make suggestions as to follow up action, in line with the Academy's Behaviour Policy.
- To monitor attendance and punctuality data and use this in discussions with students.
- To oversee the administration and organisation of your Year Group
- To contribute to the Academy's assembly rota
- To carry out duties around the school site at break times and lunchtimes to ensure that all students are well cared for and supervised
- To undertake such other duties and/or training as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To be responsible for the safeguarding and wellbeing of children by following and being committed to Academy policy relating to behaviour management, safeguarding, ICT and health and safety



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### PERSON SPECIFICATION

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	5 GCSE (or equivalents) at C grade and above	GCSE English and Maths Level 2 qualifications Level 3 qualifications
Skills & Abilities	Excellent communication skills with the ability to work effectively with and relate to: Staff in school Colleagues Parents External services and young people on an individual and group basis Excellent IT skills Good written and organisational skills Ability to work with calmness and empathy when under pressure	
Experience	Extended experience of working in an educational environment A detailed understanding of working with children and young people	
Knowledge	Knowledge of Local Authority policies and procedures specifically relating to education and child development Knowledge of school systems and procedures	Knowledge of SEN Code of Practice
Competencies	Work to deadlines Problem solver Show initiative Work individually and as team member Work under pressure	
Other Requirements	Willingness to undertake relevant training	



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