

VACANCY Head of Year (Non-Teaching) - Permanent

Salary: **Grade 7 (points 19 to 25)**

Pro Rata Salary currently: **£26503 to £30,212**

Hours: **37 per week, Term Time only + 2 weeks**

Days: **Monday to Friday in school from 8.15 am – 4.15 pm with 30-minute lunch break**

Responsible to: **Leader of Behaviour and Attitudes and Deputy Lead of Behaviour and Attitudes**

Required from: **1st September 2024**

Closing date for applications: **Monday 13th May 2024, 9.00 am**

Interviews scheduled for: **Wednesday 22nd May 2024**

A completed support staff application form together with a letter of application no more than 2 sides of A4 in 12 pitch should be emailed to a.mckernan@upholland.lancs.sch.uk marked for the attention of Mr P Scarborough, Headteacher. Please indicate in your letter of application which platform you have seen this vacancy.

Scope of Work – appropriate for this post:

- To ensure the whole school community has high expectations for students' behaviour and conduct.
- Monitor and show demonstrable improvement in the behaviour and attendance of students who have particular needs.
- To eradicate or minimise incidents of concern, bullying, aggression, discrimination and derogatory language, if they occur they are dealt with quickly and effectively and are not allowed to spread.
- To support students in pastoral care and encourage a commitment to their learning, support them in studying effectively and therefore to do so, are resilient to setbacks and take pride in their achievements.
- Ensuring student have high attendance, come to school on time and are punctual to lessons. When this is not the case, the Pastoral team alongside other school systems in place takes appropriate, swift and effective action.
- To encourage positive relationships among students and staff and respectful culture; students are safe and they feel safe.
- identify students who may need early help or who are at risk of neglect, abuse, grooming or exploitation; help students reduce their risk of harm by securing the support they need, or referring them in a timely way to those who have the expertise to help.

Accountabilities/Responsibilities – appropriate for this post:

1. Responsible for the day-to-day oversight of an identified year group supported by the Leader and Deputy of Behaviour & Attitudes.
2. Lead on year team meetings on a weekly basis as Head of Year for that year group, deputising for absent colleagues if necessary.
3. Lead on organisation of the identified year group Parents Evening – in conjunction with Leader and Deputy of Behaviour & Attitudes.
4. To use Synergy to identify and target specific students of concern in respect of standards i.e.

behaviour, attitudes, attendance information to be discussed at year team weekly meetings identifying causes for concern and agree appropriate intervention plans.

5. Work with Personal Development Tutors, Leader & Deputy Leader of Behaviour & Attitudes, and Attendance Teams to improve behaviour, attendance and engagement within a given year group. This should focus on key groups that include PP, Boys, SEN and vulnerable students.
6. To ensure that Personal Development is used effectively in your allocated year group following school policy, daily routines, expectations and standards.
7. To create in partnership with the Senior Lead attached to your year group a raising standards plan that fits the specific needs of the cohort.
8. In conjunction with the Leader of Behaviour & Attitudes be responsible for implementation and monitoring of Behaviour & Attitudes Support Plans (previously PSP's).
9. Ensure EH (Early Help) documentation is done in a timely manner with the focus being on 'early intervention', undertaking referrals to CAMHS/Early Intervention Workers where appropriate with support from SENDCO.
10. Ensure referrals that are necessary to Children's Social Care are done in a timely manner, attendance at all ICPC/RCPC/CIN/TAF Meetings as Backup DSL for particular year group, deputising if needed for other year groups.
11. To co-ordinate and lead on the provision and the delivery of assembly themes throughout the year for your assigned year group, supported by Lead and Deputy for Behaviour and Attitudes.
12. Lead on the organisation of external agencies coming into school i.e. health & education providers, school nursing service, photographers that relate to your year group.
13. Support the Careers Lead with events hosted at the school or at other local colleges and Universities.
14. Undertake and lead on specific areas of importance for key year groups for example Y11 revision planning and exam support, Y7 transition, Y9 options.
15. Lead and support on a whole school are – for example Anti Bullying/Mental Health/LGBTQ+ whilst also be part of a whole school improvement group (SIG).
16. Work with parents / carers to help address poor performance/attendance/behaviour.
17. Undertake home visits to keep parents/carers informed and secure positive family support.
18. To be visible around school within lesson and free association time, available for removals as part of the 'on call' system and support in the reflection room when 'on call'.
19. To undertake duties throughout the day as a presence as year group leader.
20. Maintain accurate student records and prepare written reports and evaluations.
21. Play a full part in the life of the school community, supporting its distinctive mission and ethos of being Dedicated to Excellence and encouraging staff and students to follow this example.
22. Promote actively the school's corporate policies and LORIC Values (Leadership, Organisation, Resilience, Initiative and Communication).
23. Share and celebrate successes and whole school events via the website and social media platforms.
24. Undertake any additional duties which may be deemed appropriate for the role under direction of the Lead/Deputy for Behaviour and Attitudes.

Individuals in this role may also:

1. Participate in home visit to support students and discuss issues and progress.
2. Develop a range of study support activities, such as homework clubs.
3. Support the transition of students between phases.
4. Supervise students excluded from class or those following alternative timetables.
5. Contribute to the development of activities to encourage family involvement in the school.
6. Provide support by attendance at Partnership Evenings and other key calendar school dates.
7. To work within school policies and procedures.
8. To support the promotion of positive relationships with parents and outside agencies.
9. To take care of their own and other people's health and safety.
10. To be aware of the confidential nature of issues.
11. Be in possession of a First Aid qualification or be willing to be First Aid trained.
12. Be of smart appearance, efficient, energetic and proactive.

13. The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.
14. This job description may be amended to meet the future needs of the school.

School Priorities 2023-2025

- Developing a **culture of excellence** through high expectations of all staff and students
- Consistently delivering **high quality teaching** within a challenging curriculum
- Improving the **attitude to learning** and promoting the **resilience** of students
- Improving the **attendance** of students, particularly those that are persistently absent

Vision Statement

We continually strive to:

- Provide outstanding educational standards and outcomes, driven by our Dedication to Excellence.
- Develop the whole child, enhancing their character through our LORIC skills and core values.
- Promote a culture of inclusion, equality, and diversity.