

Job Description and Person Specification	
Job Title	Head of Year
Department	Taverham High School
GR Number	
Grade	G
Responsible to	Behaviour Lead
Effective Date	January 2022

Role and Context	
Job Purpose	To support pupils achieving their goals by making positive choices with their behaviour, wellbeing, attitude to learning and attendance.
Context	Job Family:

Principal Accountabilities	
Accountability	
<ul style="list-style-type: none"> • To improve, monitor, review and evaluate Behaviour, Welfare Attitude to Learning and Attendance (BWAA) of the year group through data and discussions with staff and students. • To ensure that Form Tutors meet regularly and understand the policies of the school on all important matters developing their form groups so that all students feel that the school is doing everything possible to develop his or her social and academic capabilities to the fullest extent. • To supervise attendance and punctuality – check attendance and punctuality on a regular basis meeting with the Attendance Lead to discuss reasons for absence and truancy. To monitor PA students and arrange Support Panel Attendance Meetings with parents/carers. • To liaise with parents, Tutors, SENCO, Teachers, Heads of Departments, Student Support, PCSO, Leadership Team and external agencies and, where appropriate, attend meetings. • Use the school rewards system to promote student positive BWAA. • Organise and provide a framework for daily tutorial activities. This includes both day to day administrative tasks (checking absences) and year specific tasks (preparation for exams, options, self-monitoring of achievements). • Manage 'in year' admissions for new students in accordance with NCC Children's Services admission procedures. This will include meeting potential students, parents and organising timetables and setting (liaising with appropriate key staff). It will also include overseeing the issue of a PNC form to the former school of potential students. • To lead initiatives with the Student Support team to promote positive behaviour and health and wellbeing. 	

Person specification	
Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> • Education achievement sufficient to support clear reporting and presentation skills. 	
Experience	
<ul style="list-style-type: none"> • Demonstrable experience of delivering individual or group-based support. 	<ul style="list-style-type: none"> • Experience and understanding of children within their family context.
Skills/knowledge	
<ul style="list-style-type: none"> • Empathy, resilience and persistence. • Relate to young people and adults in an empathetic manner. • Develop a rapport with pupils and their families. • Deal with difficult situations and/or individuals in a calm, fair but effective manner. • Deal with sensitive issues in a confidential manner. • Influence others, managing discussions effectively to ensure desired actions are achieved. • Communicate effectively – face to face or by telephone, with children/parents/head teachers/social workers etc. • Write reports and letters relevant to issues for school attendance. • Prioritise workloads and work to deadlines. • Work as part of a team and use own initiative when required. • Work flexibly and manage own time to best effect • Demonstrate awareness/commitment to upholding equal opportunity policies. • Maintain an effective record keeping system. • Demonstrate computer literacy utilising Microsoft Office applications. • Undertake relevant training 	<ul style="list-style-type: none"> • Experience within the field of education, social services/welfare or the voluntary sector. • Knowledge of the social and emotional factors that affect a child's capacity to learn. • Knowledge of available support services and referral routes. • Awareness of the legislation affecting school attendance requirements.

General information

- The job description details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job.
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.