

St Edmund Campion Catholic School

Job Description

POST:	Head of Year
RESPONSIBLE TO:	Assistant Head: Behaviour and Attitudes
SALARY:	MPR/UPR + TLR 2b
KEY RELATIONSHIPS:	Senior Leadership Team, Heads of Year, Pastoral Assistants, Form Tutors
LOCATION:	St Edmund Campion School, Erdington
WORKING PATTERN:	Full Time
DISCLOSURE LEVEL:	Enhanced - St Edmund Campion School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.
LEVEL OF SUPERVISION:	<ol style="list-style-type: none">1. Regularly supervised with work checked by supervisor2. Left to work within established guidelines subject to scrutiny by supervisor3. Plan own work to ensure the meeting of defined objectives

Members of staff at St Edmund Campion School will role model the Catholic values of the school at all times and support the school in delivering on it's vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed as well as have a clear understanding of the school code of conduct. Having high standards and expectations for all pupils to succeed is the minimum expectation.

JOB PURPOSE:

Core Roles and Responsibilities:

- Ensure that the Gospel values and Catholic mission of the Church are implemented in each year in conjunction with the Senior Leader in charge of Catholic Life.
- Have comprehensive oversight of the behaviour for learning of all pupils in designated year group, implementing appropriate, timely and effective strategies to address any poor behaviour. These can include:
 - o Liaison and contact with parents as appropriate
 - o Setting targets for pupils to improve overall behaviour and monitoring this through the reporting process
 - o Holding after school detentions as part of the school centralised detention system in conjunction with pastoral support assistants
 - o Monitoring all behaviour and rewards data for designated year group reporting to the leadership team as required.
- Deploy allocated pastoral assistants effectively to ensure positive impact on academic performance and behaviour for learning
- Monitor the attendance of designated pupils employing effective and timely strategies in line with school policy to address any attendance levels that fall below the required level.
- Be responsible for the organisation of parents evenings
- Oversee form tutors in their role by:
 - o Ensuring tutor time protocols and procedures are followed (including implementation of the reading strategy and daily act of worship)
 - o Monitoring tutor completion of daily checklists so that pupils are consistently school ready
 - o Liaising with tutors with regards to the whole school attendance strategy as per policy
 - o Ensuring form tutors are monitoring homework completion as per school policy
- Monitor the implementation of the PSHE programme
- Provide staff with relevant, important and appropriate pupil information and updates including through pastoral briefings
- Take responsibility for the pupil leadership within designated year group including contributions to the school council
- Support in the implementation and delivery of events such as super learning days, sports days, GCSE information evenings, induction days/evenings, prom, options evenings, awards evenings as relevant to the allocated year group.
- Have responsibility for medical needs of pupils within allocated year group in liaison with SENCO and Safeguarding team

Teaching

Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a **teacher**:

- Consistently meet all of the DfE Teacher standards and role model highly effective teaching and learning
- Be accountable for the performance of pupils within allocated classes
- Follow all school policies around teaching and learning and adhere to the school code of conduct
- Report on the progress of these students in accordance with faculty and whole school policy
- Participate fully in the school performance management processes

Professional Responsibility

- Model Catholic moral purpose and an enthusiasm for making a positive difference for children through the Gospel values, and to engender in others the belief that schools are integral to in changing lives for the better and for improving life chances
- Support in whole school monitoring of the quality of teaching and learning and in the implementation of effective CPD
- Ensure that all leadership policies and strategies are positively supported and implemented as directed
- Be an enthusiastic and positive role model, with excellent work ethic, efficiency and accountability in line with that of a leader in the school. Set and meet high standards for self, staff and pupils meeting the expectations set by the Headteacher and governing body
- Take a strategic role as a middle leader to role model outstanding teaching and learning and role modelling this for staff.

Job Description-Head of Year

- Create a positive culture of high achievement and standards across the school and in all aspects of school life.
- Take pride in and reward the achievements of staff and students.
- Undertake all reasonable duties as directed by the Headteacher or Deputy Headteachers (including after school events), and participate in the 'on-call' system and Remove Room duty as well as being an effective presence on the corridor during lesson changeover

This job description will be reviewed annually and may be subjected to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it, may be negotiated at the request of either the Headteacher or the postholder

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. He/she will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder is expected to take responsibility for their attendance and know the school procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. He/she is required to meet the standards set out in the school code of conduct.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

All staff will be qualified to work with children and to have undertaken relevant DBS checks.

Person Specification-Head of Year

Experience and Qualifications

	ESSENTIAL	DESIRABLE
Qualified Teacher Status	√	
Effective classroom practitioner	√	
Evidence of having made a difference to raising standards	√	
An understanding of the Catholic values of the school and school mission statement	√	

Skills and Abilities

	ESSENTIAL	DESIRABLE
Team player	√	
Positive attitude to students, staff and families	√	
Good ICT, literacy and numeracy skills	√	
Good interpersonal skills	√	
Good personal organisation	√	
Enthusiastic approach to school life	√	
Ability to cope under stress	√	
Ability to learn from others	√	
Ability to see and articulate bigger picture		√

Knowledge and attitudes

	ESSENTIAL	DESIRABLE
Willingness to learn and develop	√	
Enthusiasm and positive work ethic	√	
Have a commitment to promoting and safeguarding the welfare of children	√	
Forms good relationships with students and staff	√	
Self-motivated	√	
High commitment to ensuring pupil success	√	
Consistently high expectations of all pupils in meeting school standards	√	
Creative solutions to problems	√	
Personal commitment to CPD	√	

A willingness to deliver, participate in and promote activities beyond the Academy	√	
A willingness to deliver and participate in extra-curricular activities		√
Good attendance record	√	
Good understanding of issues regarding improving standards	√	
Can work with other colleagues to secure good outcomes	√	
Can manage collegiality and accountability	√	
Can stretch and professionally challenge other colleagues	√	
Always models high standards of professionalism	√	