**CARDINAL POLE CATHOLIC SCHOOL**

**JOB DESCRIPTION**

**Post**: Head of Year – Non-Teaching

**Grade**: S01-S02: £33,582 to £37,121 per annum

(Starting salary dependent upon experience)

**Working Hours**: 37.5 hours per week (8.30am – 4:30pm) / Term Time only

+ Parents Evenings of relevant Year Group

+ Weekly CPD sessions as directed (maximum 1hr a week)

**Responsible to**: Deputy Headteacher

**Core Purpose:**

* To be responsible for the engagement, culture and discipline of a Year group.
* To lead, manage, motivate & develop a team of tutors and Pastoral Support Manager.
* To be a visible presence within the school, monitoring students' behaviour at changeover times, break and lunch and within lessons.
* To maintain effective routines.
* To promote the ethos and values of the school.
* To liaise with the inclusion team to secure excellent behaviour management.
* To liaise effectively with other staff at the school and relevant outside agencies, including HODs, careers, attendance and PSHE co-ordinator to support progress, engagement, and wellbeing.
* To support the delivery of PSHE lessons where required.

**Responsibilities:**

* To work with SLT to oversee the progress of all students in the year group.
* To work alongside SLT to interpret a range of data pertinent to the cohort, to monitor attainment, progress, behaviour, safeguarding, rewards, attendance, and punctuality.
* To have a knowledge and understanding of all different groups of students within the cohort (SEN, LAC, underachievers, poor attenders, FSM etc.) to be able to monitor progress and plan appropriate interventions.
* To have an up-to-date understanding of safeguarding and the key issues in this area of the specific to the year group you will lead.
* To support SLT in coordinating intervention and enhancement strategies for targeted groups of students.
* To monitor the use of rewards and sanctions for the cohort, liaising with Heads of Department where issues arise, supporting the school behaviour policy including detentions.
* To lead and chair Year Team meetings, setting the agenda and recording the minutes.
* To monitor and support the provision of extracurricular activities.
* To prepare students for progression.
* Miscellaneous duties of a practicable nature as circumstances demand, or at the reasonable request of the Headteacher.
* To cover lessons on a daily basis as and when required.
* Attending INSET sessions and meetings as necessary and appropriate.

**GENERAL ADMINISTRATION**

The duties may be varied to meet the changing needs and demands of the School at the discretion of the Headteacher in consultation with you. This job description does not form part of the contract of employment. It denotes the way the post holder is expected and required to perform and complete particular duties.

**Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the governors

**Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Also as this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

**Equal Opportunities**

The post holder will be expected to carry out all duties in the context of and in compliance with the School’s Equal Opportunities Policies.

| **Head of Year Person Specification – Non-Teaching** | **Essential** | **Desirable** |
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| **Qualifications** |  |  |
| Educated to degree level |  |  |
| Personal |  |  |
| A desire and determination to make a significant contribution to the school as a whole |  |  |
| Personal values that are consistent with the ethos of a Catholic School |  |  |
| Display an awareness, understanding and commitment to the protection and safeguarding of children and young people. |  |  |
| The desire to afford each child the dignity they require to build self-esteem and so to flourish |  |  |
| High expectations of self and of others  |  |  |
| Able to manage own workload effectively and under pressure and to tight deadlines |  |  |
| Have a positive and ‘can do’ approach when solving problems |  |  |
| Excellent punctuality and attendance |  |  |
| Drive, energy, resilience and a sense of humour |  |  |
| Excellent interpersonal and communication skills |  |  |
| Able to remain calm in stressful situations and instil this calm when necessary |  |  |
| Willingness to share expertise, skills and knowledge to inspire as a positive role model |  |  |
| Passionate about their subject |  |  |
| Be willing and able to make a contribution to the extra-curricular life of the school  |  |   |
| Experience |  |  |
| Successful, recent experience in a secondary school |  |  |
| Experience of using data, data analysis and target setting to secure improvement  |  |  |
| Professional Development |  |  |
| Evidence of recent professional development |  |  |
| Experience of working with other schools / organisations / agencies |  |  |
| Knowledge Skills & Aptitude |  |  |
| Good IT skills  |  |  |
| Ability to plan strategically, monitor effectively and evaluate analytically |  |  |