

JOB DESCRIPTION

Post Title	Head of Year
Salary Scale / Grade	Scale 6. Points 18 - 22
Primary Workbase	Carisbrooke College
Hours per week	37 hours per week
Full time or Term time	Term-time plus 1 day
Reporting to	Assistant Headteacher - Pastoral

Purpose: To support the Assistant Headteacher for Pastoral with the behavioural, attendance and pastoral systems for a designated year group. The Head of Year is a central point of support, challenge and coordination for students, tutors and families. The role helps to maintain a culture of high expectations, wellbeing and achievement and is aligned with Keeping Children Safe in Education (KCSIE).

Key Responsibilities:

Admission and Integration

- Support successful transition into Year 7, or in year admissions through events, visits and structured induction.
- Allocate tutor groups, assign buddies, and ensure all new pupils feel safe and welcome.
- Liaise with relevant staff to set students up with IT accounts, canteen pins, timetables, and correct timetables
- Act as the point of contact for other schools to ensure all information is collated and received for new students or passed on, if the student is moving to another school.

Parental Engagement and Communication

- Maintain strong, proactive relationships with parents and carers, acting as the first point of contact for information or concerns.
- Facilitate and carry out meetings and discussions with parents
- Contribute to year group parent events, including encouraging good attendance from parents and reaching out to parents who are hard to engage.
- Ensure all contact with parents is timely, professional, and logged accurately.
- Champion the achievements of the year group through working with the marketing and communications officer.

Attendance and Punctuality

- Monitor attendance and punctuality data daily with a view to ensuring early intervention.
- Deliver a graduated response to attendance concerns, from early intervention to escalation.
- Conduct parental meetings, and multi-agency reviews to understand and address barriers to attendance with a specific focus on engaging proactively with the Education and Inclusion Service for the Isle of Wight to reduce persistent and severe absence.
- Contribute to the school's attendance Action Plan and uphold the school policy including the issuing of legal sanctions

Pastoral Support and Student Welfare

- Support a team of tutors to deliver consistent, purposeful pastoral care.

- Plan, create and deliver assembly where appropriate.
- Build and maintain strong relationships with students, staff, and parents/carers to promote high expectation, inclusivity, and respect.
- Attend where appropriate, annual reviews, early help meetings, and all other external agency meetings in relation to year group specific students.
- Ensure all students are known, safe, supported and making progress in both academic and personal domains.
- Undertake the necessary administration regarding 'free school meals including the updating of Arbor, ensuring kitchen staff have up-to-date information and issuing FSM cards and replacements.
- Issuing Red Cards when needed and completing the necessary administration.
- Support tutors in collecting forms from students in relation to trips, parents' evenings and so on.
- Provide first aid cover as necessary and administer medicines to students. Liaising with parents for permissions paperwork and alerts.
- Support administration of bus passes, including out of hours passes.
- Issue bus passes, including out of hours passes and replacements.
- Coordinate support plans for students' pastoral needs and work closely with the schools safeguarding team to ensure safeguarding procedures are followed.
- Ensure that tutors are responding to attendance and behaviour - praising and supporting.
- Complete welfare checks on students on reduced timetables or in off-site provision
- Complete relevant referrals to internal and external professionals according to the students individual needs.

Behaviour and Culture

- Promote a culture of responsibility, engagement, and personal accountability among students for following the school rules.
- Establish compliance with the school's uniform and equipment expectations. To manage the distribution of uniforms.
- Monitor behaviour logs and apply the school's behaviour policy.
- Implement support plans and lead on restorative interventions.
- Carry out investigations into misconduct/serious misconduct and provide the AHT Behaviour with a fact based account.
- Supervise students who are under investigation and keep parents updated.
- Support in the removal of students under direction from the lead senior member of staff
- Run one lunchtime detention per week and assist senior staff with the administration for after school detentions.
- Log all behaviour incidents including action taken around them.

Professional Standards and Contribution to School Life

- Log safeguarding concerns, ensuring prompt referral and accurate CPOMS record keeping.
- Undertake regular and relevant safeguarding and child protection training.
- Champion inclusive practice, with a particular focus on SEND, EAL, CLA, and disadvantaged pupils.
- Demonstrate professional conduct, punctuality, organisation, and dress at all times.
- Be a highly visible leader around the school, especially during transition and social times.
- Support school duties, enrichment, trips, and the wider life of the school community.
- Organise and manage internal and external events, liaising with external partners and ensuring all permissions and administration are completed.
- Model and uphold the school's vision, values, and expectations to students, staff and families.
- Respond to parental contact in a timely manner, prioritising safeguarding or other critical incidents either via email, telephone or text.
- Support the delivery of exams/CAT's tests.
- To undertake any other reasonable tasks as directed by the Headteacher.

Review

This job description is subject to annual review or amendment in consultation with the postholder. It reflects the aims and needs of Carisbrooke College and may evolve with the changing educational landscape.

PERSON SPECIFICATION

QUALIFICATIONS AND TRAINING

- GCSEs at grade 4 / C or above in English and Mathematics, or equivalent
- NVQ Level 3 or equivalent
- Vocational training / qualification in administration
- First Aid Certificate

EXPERIENCE

- Experience of working with or caring for children in a group setting of relevant school age
- Experience of working with students with additional needs
- Day-to-day working experience in ICT, including word processing, spreadsheets and school learning packages
- Working knowledge of Google software, including Google Docs and Google Sheets
- Experience of working in an office environment (minimum of two years)
- Record keeping and administrative experience
- Experience of working in an educational setting
- Knowledge of school systems and practices, including the ability to use Arbor

KNOWLEDGE AND UNDERSTANDING

- Understanding of child development
- Commitment to, and understanding and experience of, key safeguarding principles

SKILLS AND ABILITIES

- Good interpersonal, verbal and written communication skills with adults and children in a variety of settings
- Good level of competence in ICT, particularly Google Docs and school learning packages
- Ability to work flexibly and use own initiative to achieve objectives
- Ability to prioritise, coordinate, organise and plan work effectively, with strong attention to detail and the ability to work under pressure
- Conscientious and positive disposition
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities

PERSONAL QUALITIES AND ATTITUDES

- Ability to maintain high-quality professional relationships with governors, staff, students, parents and visitors, acting as a positive role model for students
- Ability to be discreet and professional at all times, ensuring confidentiality is upheld
- Ability to work well under pressure and remain calm, approachable, organised and solution-focused
- Willingness to participate in further training and professional development
- Flexible attitude when carrying out a range of duties
- Interest in and commitment to supporting enrichment opportunities for all students

