

## **JOB DESCRIPTION**

<b><u>Post Title:</u></b>	Non-Teaching Head of Year
<b><u>Salary:</u></b>	Band F (£22,247 - £24,381 actual)
<b><u>Hours:</u></b>	36 per week, 7 hours and 12 minutes a day, term time plus 3 weeks (41 weeks). Lunch to be taken at a time other than student lunch.
<b><u>Responsible to:</u></b>	Assistant Headteacher with responsibility for the key stage
<b><u>Responsible for:</u></b>	Leadership and management of years groups, support for student welfare, attendance, punctuality, attainment and progress

Pensby High School is a mixed 11-16 school, situated on the Wirral. The local authority continues with a tested grammar school system and Pensby High School, whilst operating along comprehensive lines, is a non-selective school.

The core function of the post is to promote the success of students in your cohort (either one or two years) and to ensure that each child in your care is supported to maximise their potential. Working to develop the emotional and social skills required for a successful life beyond school, whilst working to place each and every child in the best academic position possible.

You will oversee the general welfare, progress and behaviour of your students. Working with students, parents and staff to help address any barriers to learning such as; attendance and punctuality, but looking beyond these to provide support wherever practically possible to ensure your students can be successful.

You will know and understand your cohort, providing challenge and support where appropriate, seeking to work in partnership with other agencies. This may include support such as child protection and child in need meetings and as such complete confidentiality is essential, but more importantly a desire to move beyond simple safeguarding checklist and challenge existing practice both within the school and with partner agencies to always work towards the best possible outcome for the children in your care.

You will support the ethos and culture of the school undertaking lunchtime and after school activities with students as directed and required.

It is expected that the postholder will carry out her/his responsibilities within this framework.

Job descriptions are subject to review and amendment.

### **Key responsibilities:**

- To support students in their learning and encourage positive attitudes and behaviour in and around school
- To direct and advise all staff in relation to behaviour for learning for individuals and groups of students; and to use school systems with regard to both positive and negative behaviours
- To ensure that the rewards are given wherever they are earned
- To monitor both punctuality and attendance and to work with the attendance officer to promote good attendance with both parents and students, to actively support through rewards, assemblies etc. good attendance to school
- To support students via the use of report cards, individual behaviour plans, referrals to internal and external support

- To undertake DSP training and act as a point of contact for looked after children and children open to social care in your cohort. To work with other agencies to support and safeguard children in our care, challenging and escalating where necessary with partner organisations
- To act as a first point of contact and work with others such as the SENCO/Assistant SENCO in referrals to bodies such as CAMHS, including the contribution to and writing of referrals, reports and other associated paperwork, whether these are internal or external documents
- To take an active role in supporting behaviour systems, lead detentions etc.
- To act as a support for parents and students, acting as an advocate, particularly for the vulnerable and quiet in your cohort
- To champion the ethos and culture of the school, recognise, support and lead on 'standards' in all things, for all your students
- To attend parents' and information evenings
- To be a presence around the school, including break and lunch time, being visible and involved with all students
- Building on these interactions, to share your knowledge of all students at weekly meetings to support vulnerable and at risk students across the school, and through transition year-to-year
- Work to support and develop the tutor team, leading teachers on your vision for your students. Setting agendas for team meeting, ensuring actions are recorded and carried out
- Act as a first point of contact for your students.

**Wider life of the school:**

- All members of staff at Pensby School have a pastoral responsibility; students' well being and achievement must be at the heart of what we do
- To have due regard for your own and all others health and safety
- To be supportive of all students and staff within the school community
- To actively seek to develop your own knowledge and skills, making sure that all relevant training is up to date
- To champion your students at all times in line with the ethos and culture of our school.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

