



JOB DESCRIPTION

Job Title:	Head of Year (non-teaching)
Start Date:	As soon as possible
Accountable to:	Headship Team
Hours:	37 hours per week 8.30am -4.30pm Monday – Thursday, 8.30am – 4.00 Friday Includes daily 30-minute unpaid lunch break
Salary:	Grade 7 £28,624 per annum

Job Purpose:

A non-teaching Head of Year who will play a major role in focusing on high standards of social, personal and academic development of students within an allocated year group;
Work with students so that they are able to engage in learning and succeed;
Work effectively within a team to support staff and students;
Running an assembly program for the year group;
Monitoring behaviour, attendance patterns and reward systems to promote improvements and celebrate success;
Work proactively with the student support team and the wider pastoral network, to ensure cohesive progress of all students.
Work closely with teaching staff to ensure academic progress is supported through pastoral interventions where appropriate.
To form clear lines of communication with our alternative provisions both internally and externally.

The Head of Year will be responsible for the overall well-being of the approximately 250 students in a year group. The focus will be on supporting individuals to ensure they achieve their potential in school. It will include working with individuals on improving attendance and working with the Attendance Team to help monitor, and improve, the attendance of the students. The academic progress of all students in the year group will be closely monitored and actions taken to support any student, or group of students, who are failing to make sufficient progress. The students' overall well-being will also be monitored, taking into account their behaviour trends, attendance, academic progress and wider achievements as a whole.

The role also entails promoting effective relationships between home and school so that students engage positively in our school values of Ambition, Respect and Courage whilst prioritising learning and success.

The Overall Student Support Team consists of a line manager within the Headship Team, Non-Teaching Head of Year, Student Support Officers, Attendance/Admin Team and Tutors within each year group.



About The Angmering School:

The Angmering School is a secondary school with 1,350 students of which 170 are in sixth form. We are effective in delivering outcomes that provide well for all students' needs. Students are well prepared for the next stage of their education, training or employment.

Main Duties to include:

Working with the tutors and other pastoral staff you will take responsibility for:-

- Working with individual students who fall below 90% attendance, meeting with parents and setting up attendance plans where necessary.
- Working with the tutors to ensure students are working well in lessons. This would entail monitoring reports for those students not achieving satisfactory grades.
- Working with the Tutors to ensure students are settled in school and working to the best of their ability. This will entail working with individual students who have issues at home or with relationships in school.
- Working with the Designated Safeguarding Leader and other staff, both internal and external, to ensure that students in the year group remain safe.

- Supporting relevant staff, as appropriate, with students causing concern in order to achieve an environment in which the child can learn effectively
- Establishing positive working relationships with all stakeholders
- Contributing to, and actively supporting, all school policies, roles and expectations in order to raise achievement
- Working with relevant staff to organise referrals to outside agencies such as Social Care
- Taking a key role on attendance, set targets and address issues (this may be individuals/or groups)
- Liaise as appropriate with external agencies who work with our students or their families
- Delivering and organising assemblies for the year group (one per week lasting 15 minutes)
- Managing aspects of student behaviour within the year group and implement strategies to improve behaviour and learning
- Keeping staff informed of relevant information relating to students
- Promoting excellent attendance in order to boost learning
- Communicating and meeting with parents/carers as appropriate to develop positive relationships
- Investigating incidents e.g. bullying etc., in liaison with appropriate staff
- Supporting relevant staff as appropriate with students causing concern in relation to child protection issues in order to achieve an environment the child can learn in

GENERAL

- Other general duties when required to do so by Senior Management or a member of the Headship Team (e.g. on-call duty during the school day)
- To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.

This job profile recognises the demands of the current Pay and Conditions Regulations and reflects the policies established by the governors at The Angmering School.

Key areas:	Key attributes:	Essential or Desirable
Skills required	<ul style="list-style-type: none"> ● have good interpersonal, organisation and keyboard skills ● have a good working knowledge of Google, Bromcom, CPOMS and Microsoft Excel. ● be able to prioritise their work, use their initiative and be prepared to be flexible ● use their discretion and respect the confidentiality of some of their work ● be resilient, and be able to work well under pressure ● be able to use a range of strategies to engage with students and their parents ● actively support and implement all school rules, policies and expectations ● demonstrate commitment to equal opportunities ● be a role model for staff and students ● have (equivalent) level 2 or above qualifications ● be happy, confident and effective when working with young people and parents/carers ● a good communicator ● be proactive in how they approach their role ● be able to work as part of a team 	<p>Essential Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential Essential Essential</p> <p>Essential</p> <p>Essential Essential Essential</p>
Knowledge Base	<ul style="list-style-type: none"> ● Work constructively as part of a team, understanding school roles and responsibilities and your position within them ● Knowledge of relevant policies/codes of practice/legislation ● To have an awareness of Safeguarding and Child Protection legislation 	<p>Essential</p> <p>Desirable</p> <p>Essential</p>
Qualifications	<ul style="list-style-type: none"> ● Educated to GCSE standard in Maths and English 	Essential
Experience	<ul style="list-style-type: none"> ● Working with adults and students ● Has previous pastoral experience working within a school ● Has previous experience of leading a year group/house 	<p>Desirable</p> <p>Essential</p> <p>Desirable</p>



Attitude & Approach	<ul style="list-style-type: none"> ● Professional and approachable attitude ● Enthusiastic in all aspects of work and training ● Attention to detail ● Motivated ● Reliable ● Well presented ● Assertive when appropriate ● Ability to work in an extremely busy environment 	Essential Essential Essential Essential Essential Essential Essential Essential
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Safer Recruitment

In complying with current employment legislation, schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence.

If you are successfully shortlisted for any roles, an appropriate online search will be undertaken on your name. Information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied.

All successful applicants will be required to undergo full safeguarding and vetting checks, including references and an enhanced Disclosure and Barring Service check, along with a relevant probationary period.