

Job Description

JOB TITLE: Pastoral Head of Year

Reports to: Assistant Vice Principal – Responsible for Conduct

Main Purpose:

To work effectively with the Senior Leader responsible for conduct, ASLs, Attendance Officer and school staff by liaising with parents, behaviour management, supporting good attendance and uniform and helping with other welfare issues.

Main Activities:

1. Ensure support for the implementation of school policies in relation to conduct throughout the school day including period 7.
2. Maintain discipline of pupils, working with form tutors, subject teachers and curriculum leaders, ensuring that relevant action is taken and that this is recorded on the Behaviour Management System.
3. Ensure effective liaison with the Assistant Vice Principal and SLT with regard to the schools' exclusion procedure in accordance with Wolverhampton LA guidelines.
4. Ensure there is effective collaboration with parents/carers and monitor and track all aspects of the behaviour management system.
5. Be responsible for all administration and clerical work e.g. report card letters, filing, updating and maintaining the behavioural management system, organise preparation of reports on pupils as required for parental interviews, case conferences, references, transfer information and exclusions.
6. Organise and arrange contact with parents to ensure that they have full knowledge of student progress and pastoral issues and encourage parental participation in the life of the school.
7. Enforce uniform regulations and monitor that they are being applied by all staff and adhered to by pupils.
8. Provide in-class behaviour support for identified pupils
9. Ensure there is effective collaboration with the Attendance Officer to encourage high levels of attendance and punctuality, including Period 7 activities.
10. Organise 'Year Assemblies' as appropriate, in co-ordination with SLT and ASLs.
11. Provide support and advice to pupils in line with promoting their social care and personal development with respect to learning and health and safety.
12. Provide general pupil support e.g. taking steps to resolve relationship issues between pupils, lost items, upsets, bullying etc.
13. Issue and monitor report cards for identified pupils.
14. Liaise with external agencies as and when required.
15. Attend regular Inclusion meetings.
16. Arrange for work to be set and collected for exclusion and other pupil absence.
17. Assist with Rapid Response duties when required.
18. Report Child Protection issues to the Child Protection Officer immediately.
19. Assist in duties before school, break and lunch supervision when required.

20. Contribute to school development through identified communication and consultation channels.
21. Respect the confidential nature of information relating to the school and pupils.
22. Develop, lead and manage the welfare strategy for pupils within a year group approx 140 pupils
23. Ensure all pupils achieve the highest possible standards.
24. Liaise and implement with ASLs and the Transition Co-ordinator as appropriate for Parent Consultation Evening and Year 6 Induction Week.
25. Assume responsibility for CAF and MAST referrals alongside SLT.
26. Open and monitor EHA/eclipse for appropriate students.
27. Assume responsibility for the running and organisation of the Student Council Meeting and added responsibilities.
28. Assume responsibility for the collection of pupils placed in detention for punctuality and whole school behavioural issues. Maintain consistency in this process.
29. Assist with extra events such as Open Evening when required
30. All CAF referrals.
31. Child Protection Cases.

Pastoral Manager
May 2017