

JOB DESCRIPTION	
Job Title	Head of Year - Pastoral
Salary Scale	Grade 6 (point 20 – 25)
Hours of Work	37 hours Term Time plus 1 week
Responsible to	<ol style="list-style-type: none"> 1. Head of Year Group 2. Associate Assistant Principal: Safeguarding & Attendance (DSL)

VISION AND PURPOSE

At Victory we believe that all children must feel valued, safe and happy in order to make excellent progress in all aspects of their education.

As part of the school's Student Engagement Team and Safeguarding Team, the post-holder will take a key role in identifying and addressing the needs of pupils who require help in overcoming barriers to learning – these may be related to their safety, their social interactions or their personal home circumstances.

The role involves supporting and enabling pupils to access and maintain their education - and to develop personal and social skills which mean that they can realise their own positive potential. The role requires resilience, flexibility and a proactive and enthusiastic contribution to a positive work ethic and team spirit. An attitude of 'we never give up on a young person' needs to be paramount.

KEY RESPONSIBILITIES

- Identify and support pupils who have underlying social or emotional difficulties which lead to poor engagement or attendance
- Identify, deliver or facilitate targeted interventions focusing on behaviour, social skills and mental wellbeing
- Support pupils experiencing a range of issues including but not restricted to: low self-esteem; emotional regulation; bereavement; attachment issues; anger management and anxiety; friendship issues
- Work with colleagues on the Safeguarding Team to ensure that the safety and wellbeing of all pupils is prioritised
- Refer pupils to specialist agencies as required
- Deliver group work to identified pupils during form time
- Support and encourage pupils' good attendance and punctuality
- Support pupils to develop their social and emotional resilience
- Support pupils with transition into secondary school and on to further education
- Support pupils to develop their organisational skills and oversee daily uniform provision for pupils without correct attire, using academy resources to help families where appropriate
- Act as a key link for individual pupils and their wider network including parents and social workers
- Ensure a safe space for identified pupils during social time as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at pupils' lunchtime
- Liaise with parents/carers about their concerns for their child and, where appropriate, signpost to behavioural advice, parenting skills and other targeted support opportunities
- Maintain an up-to-date knowledge of the range of external agencies and opportunities that can be accessed to provide extra support for pupils and families

- Be aware of and support difference and diversity and ensure all pupils have equal access to opportunities to learn and develop
- Manage own caseload, planning, delivering and evaluating interventions to support identified pupils
- Keep detailed, accurate and secure confidential records of concerns, referrals and actions using the school's information systems
- Prepare relevant and accurate information as required for relevant meetings and student reviews or case conferences
- Attend any relevant external network meetings to share best practice
- Attend and participate in relevant in-school meetings as required
- Assist with the coordination and facilitation of SEMH referrals for identified pupils
- Contribute to Early Help Assessments as appropriate
- Participate in relevant training and other learning activities and performance development as appropriate
- Liaise with pastoral colleagues regarding pupils causing concern and signpost to appropriate outside agencies, completing referrals where necessary
- Accompany colleagues on home visits as required
- Attend events as and when required, e.g. Options Evenings, Open Evenings and Parents' Evenings
- Attend training sessions and meetings appropriate to the role, when requested by the Principal, Senior Leadership Team and DSL
- 1 week of work outside term time to be determined and agreed by the Line Manager – this may include supporting at student-based evening events or additional staff training events
- To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine

All adults at Ormiston Victory Academy are expected to:

- Actively promote the academy's positive and inclusive ethos and values
- Subscribe to the priorities within the Academy Improvement Plan
- Play a full part in the life of the school community
- Comply with and promote the academy's corporate policies including, but not restricted to, Health and Safety, Child Protection, Safeguarding and Data Protection
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

PERFORMANCE MANAGEMENT

All employees will participate in the Academy's arrangements for performance management, professional development and any arrangements for quality assurance and internal verification.

CONTEXT

All colleagues are part of a whole academy team. Each individual is required to support the values and ethos of the Academy and the priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Ormiston Victory Academy is committed to safeguarding and expects all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check

Signature	
Print Name	
Date	

This job description will be subject to review and may be modified or amended at any time after consultation with the post holder.