

Post Title	Head of Year/Pastoral Manager Year 10 & 11
Main Purpose of the Job	<ul style="list-style-type: none"> • To raise aspirations by supporting students so they are able to fully engage in the education offered at the Academy and achieve their personal best. • To support students and their parents to ensure they display excellent timekeeping, attendance, behaviour and that they dress appropriately. • To ensure all Academy procedures relating to attendance are followed and recorded. • Implement Academy policy on procedure and sanctions relating to discipline, e.g. lesson checks, reports, detentions and exclusions. • To liaise with and meet parents / carers to keep them informed regarding any disciplinary issues relating to behaviour, attendance, uniform and punctuality. • To liaise with external agencies as appropriate. • To ensure all student records are kept up to date and that relevant information is disseminated to appropriate staff. • To ensure appropriate arrangements for students who are unwell, not attending or who have accidents, e.g. work sent home and home visits. • To assist with events such as medicals, injections and student photos. • To initiate strategies in conjunction with senior staff and agencies, e.g. letters home and visits. • To maintain database with accurate and up-to-date information. • To carry out group work and individual meetings with students and their families who are displaying irrational patterns of attendance and/or behaviour. • Home visits where necessary. • To carry out data for legal proceedings.
Responsible to	Vice Principal
Contract type	Permanent
School Type	The Academy is a publicly funded independent secondary school for pupils aged 11 to 16.
Grade	Scale 5, Point 22 - 25 (£21,074 - £23,111)
Hours per week	<p>Full Time</p> <p>The hours are worked over Term Time only. Hours will range from:</p> <p>8.00am/8.30am – 6.45pm for two days</p> <p>8.00am/8.30am – 4.30pm for three days</p>

Expectations	<p>There is an expectation that all adults who work at Castle View Enterprise Academy will:</p> <ul style="list-style-type: none"> • Create opportunities to support the Academy vision. • Have respect and care for students and all other adults. • Set the highest possible standards through the way in which they behave, talk to each other and strive for excellence in all that they do. • Support the Academy uniform policy for students and echo this through professional and business-like mode of dress. • Contribute to the Academy enrichment programme.
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<p><u>Duties</u></p> <ul style="list-style-type: none"> • To monitor uniform, attendance, behaviour and punctuality. • To assist in the organisation of reward events. • To operate as a qualified First Aider across the Academy and completion of report forms. • To liaise with parents regarding student welfare, identify monitor and review student issues including referral to other agencies via Academy procedures. • To carry out group work with students who have low attendance. • Maintain data on attendance, punctuality and behaviour for the assigned year group. • Improve links between home and school. • Preparation of reports and documents for referrals to external agencies, working alongside Safeguarding Lead and SENCO. • Organise, attend and participate in multi-agency meetings. • Receive referrals and implement strategies. • Ensure implementation of school policies – homework, behaviour and dress code. • Liaise with support personnel in school and external agencies, to ensure that the learning, emotional and behavioural needs of students are met. • Agreeing solutions to identified difficulties for students with relevant staff and acting as intermediary with the home. • Meeting with parents or carers to discuss concerns and review progress. • Implement the Academy's policies on tutor periods and registration. • Write reports and ensure the maintenance of appropriate records. • Lead on Year Team Meetings, assemblies and events. • To run the Night School provision with support from Senior Leadership Team. • Attend parents' evenings and events as appropriate. • To establish and maintain an ethos of high standards across the year group. • Have full knowledge and appreciation of a range of activities, courses, opportunities, organisations and individuals, both external and internal, that could be drawn upon to provide extra support for students. <p><u>Additional Duties</u></p> <ul style="list-style-type: none"> • Before school, lunch and break time duties. • Carry out other reasonable tasks from time to time as directed by the Principal. <p><i>This is not an administrative role and includes working directly with students. There are aspects of administration within the role.</i></p>

Variation in the Role

Given the dynamic nature of the role and structure of the Academy at the present time, it must be accepted that, as the School's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the Principal, if he or she so wishes.

Castle View Enterprise Academy is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

SIGNED (Line Manager)	
SIGNED (Post Holder)	
Date (to be reviewed)	

Person Specification

CRITERIA	ESSENTIAL = E DESIRABLE =D
Education & Qualifications	
Minimum of 5 GCSE's or GCE's (A-C) including Maths and English.	E
ICT Qualification.	D
Experience	
Minimum one year of effective working with young people.	D
Working in partnership with parents and teachers and/or other professionals.	D
Co-ordinating and organising people, tasks and events.	D
Experience of working in an education environment.	D
Background in welfare, social work, youth work, police environment.	D
Contributing to the planning and development of support structures programmes.	D
Management and analysis of data.	D
Knowledge & Skills	
Ability to establish a rapport with young people.	E
Ability to listen sensitively and deal with people in a sympathetic and tactful way.	E
Ability to communicate effectively, both orally and in writing.	E
Knowledge and expertise in use of ICT.	E
Ability to identify problems and implement improvements.	E
Ability to work under pressure and to tight deadlines.	E
Ability to demonstrate use of initiative.	E
Ability to plan and organise work.	E
Ability to prepare and present reports to managers.	E
Knowledge of current education issues relating to attendance and behaviour.	D
Personal Qualities	
Ability to demonstrate maturity, patience and determination.	E
Innovative and change orientated.	E
Enthusiastic and self motivated.	E
Pleasant manner when dealing with colleagues and customers.	E
Tactful and discreet.	E
Flexible approach.	E
Supportive and encouraging in a team environment.	E
Respect confidentiality.	E
Good attendance record.	E
Special Requirements	
Current driving licence.	D
Able to travel to students homes when necessary.	E