

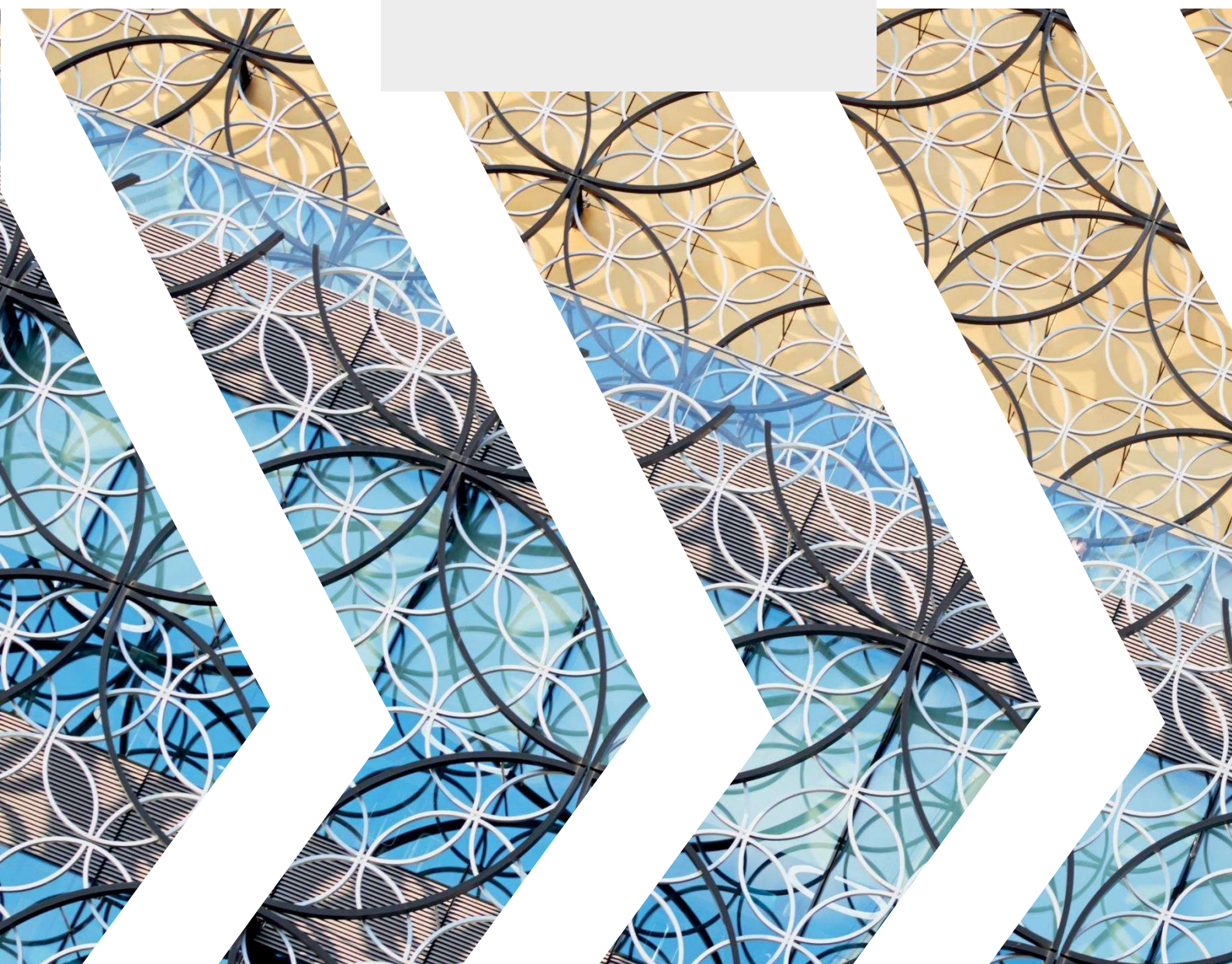


# **FAIRFAX**

MULTI-ACADEMY TRUST



## **Head of Year JOB DESCRIPTION**



## JOB DESCRIPTION

### Head of Year

#### RESPONSIBLE TO

Assistant Head

#### LINE MANAGEMENT OF

## JOB PURPOSE

To promote, direct and monitor the wellbeing, progress and achievement of every student in a specified year group.

## MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

- Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety
- Respond to and take steps to resolve relationship issues between students
- Provide general student support e.g. lost items, upsets
- Monitor attendance at detention
- Follow up attendance matters, including for agreed target students and contact or meet with parents
- Collect and collate statements relating to incidents, following up directly when appropriate
- Issue, collect and follow up target cards for identified students
- Contribute to pastoral support plans
- Be aware of and comply with policies and procedures relating to child protection and all aspects of safeguarding children
- Liaise with external agencies on behalf of the Key Stage Team
- Become a Child Protection Officer – designated member of staff when trained to undertake the role
- Contribute to organisation of Key Stage events and programmes

## Communication

- Be the first point of contact for parents, being responsible for and dealing with issues when appropriate and referring to other staff for action
- Ensure contact is made to parents whenever incidents are dealt with effectively
- Communicate with House team through meetings and emails to keep the staff informed of issues relating to the students in their form
- Produce appropriate records of incidents dealt with
- Arrange for work to be set and collected for exclusion and other student absence
- Seek reports on student progress from staff
- Ensure systems letters are sent and logged

## Evaluation

- Monitor levels of bullying and implement policies and strategies to combat it
- Produce reports on levels of incidents dealt with and other issues relevant to post

## **GENERAL**

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.

- Assist with on call duties if appropriate
- To assist in break/lunch supervision if required
- Represent the school in a manner consistent with its ethos and values
- Contribute to school development through identified communication and consultation channels
- To respect the confidential nature of information relating to the school and students
- Promote and safeguard the welfare of students you come into contact with
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and adhere to all trust and academy level policies and procedures and comply with their contents
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall aims of the trust
- Appreciate and support the role of other professional
- Attend and participate in relevant meetings as required
- Participate in training, other learning activities and performance development as required
- Engage actively in the performance review process
- Perform any other such duties as the Head of Academy may from time to time determine

I have read and accept this job description

**Signature:**

**Print Name:**

**Date:**



ENRICHING **LIVES;** TRANSFORMING FUTURES

EXCELLENCE.  
DEDICATION.  
**AMBITION.**  
INTEGRITY.  
**TRADITION.**

