

# ALDERSLEY HIGH SCHOOL

## JOB DESCRIPTION

**Job Title:** Pastoral Head of Year

**Responsible to:** Assistant Vice Principal

### **Purpose of Job:**

To provide Pastoral support for a year group so that students make good progress.

- Ensure support for the implementation of school policies in relation to conduct and pastoral care throughout the school day;
- Work strategically with pupils to improve attitudes to learning and working with form tutors, subject teachers and curriculum leaders, ensuring that relevant action is taken and that this is recorded on the Conduct System;
- Ensure effective liaison with the Assistant Vice Principal and SLT in development of preventative programmes to work with students at risk of exclusion;
- Ensure there is effective collaboration with parents/carers and monitor and track all aspects of the Conduct system;
- Be responsible for all administration and clerical work e.g. report card letters, filing, updating and maintaining the Conduct system, organise preparation of reports on pupils as required for parental interviews, case conferences, references, transfer information and exclusions;
- 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;
- Enforce uniform regulations and monitor that they are being applied by all staff and adhered to by pupils;
- Provide in-class behaviour support for identified pupils;
- Ensure there is effective collaboration with the Attendance Officer to encourage high levels of attendance and punctuality, including Period 7 activities;
- Organise 'Year Assemblies' as appropriate, in co-ordination with SLT and ASLs;
- Provide support and advice to pupils in line with promoting their social care and personal development with respect to learning and health and safety;
- Provide pupil support specified at clinic sessions;
- Issue and monitor report cards for identified pupils;
- Liaise with external agencies as and when required;
- Attend regular Inclusion meetings;
- Arrange for work to be set and collected for pupil absence;
- Assist with Rapid Response duties when required;
- Report Child Protection issues to the Child Protection Officer immediately;
- Assist in duties before school, break and lunch supervision when required;
- Contribute to school development through identified communication and consultation channels;
- Respect the confidential nature of information relating to the school and pupils;
- Develop, lead and manage including individual support plans, the welfare strategy for pupils within a year group approx 140 pupils;

- Ensure all pupils achieve the highest possible standards, maximising positive progress;
- Liaise and implement with ASLs as appropriate for Parent Consultation Evening and the transition periods as appropriate;
- Assume responsibility for CAF and MAST referrals alongside SLT;
- Open and monitor EHA/eclipse for appropriate students;
- Assume responsibility for the collection of pupils placed in detention for punctuality and whole school behavioural issues. Maintain consistency in this process;
- Assist with extra events such as Open Evening when required;
- Attend progress meetings with SLT as appropriate;
- Other appropriate intervention courses targeted at appropriate students, such as Boxing, sports leaders.

Pastoral Head of Year  
December 2017

Signed \_\_\_\_\_

Date \_\_\_\_\_