

## The Role of the Head of Year

### St Alban's Catholic High School



The Head of Year plays a key role in developing positive attitudes and aspirations of the students in their year group. They play a critical role in supporting the students through the challenges of school life and because of their individual knowledge of students and often of their families too, they help to build effective links between the work of the school and contact with home. The ability to build positive pastoral relationships is vital.

Heads of Year will play a vital role in the development of the 'whole child' that will include social, moral, cultural and academic considerations.

The Head of Year plays a key role in many ways across our school and they are integral in both the formal and informal monitoring of the overall health, well-being and progress of students in their care. The following key points identify the 'typical expectations' for Heads of Year in our school.

#### **1. MONITORING STUDENT ATTENDANCE AND PUNCTUALITY**

- Working with the pastoral team to monitor attendance in the year group
- Work with external organisations to help improve attendance
- To identify barriers to good attendance and support student in removing them
- To attend ILAB meetings one a fortnight to discuss and action attendance concerns

#### **2. MONITORING OF STUDENT APPEARANCE AND EQUIPMENT**

- To work with families and members of staff to ensure students wear correct uniform in school
- To ensure relevant follow up to any uniform related issue
- To work with the PP Team to ensure students in their year can access resources

#### **3. MONITORING OF STUDENT BEHAVIOUR**

- To promote high standards of behaviour and attitudes in line with 'The St Alban's Way – The 4 Ps'
- To help promote cultural harmony throughout the school
- To take appropriate action where appropriate with regard to behaviour issues, involving individuals and the year group as a whole
- To use a range of supportive strategies to help students improve their behaviour
- To ensure good links with other colleagues relating to behaviour issues
- To ensure that sanctions are applied in line with school policy
- To offer support and guidance where necessary
- To monitor student behaviour incidents via ClassCharts and deliver appropriate 'reflection time' for students concerning behaviour
- To make communicate instances of poor and positive behaviour with parents/ carers
- To do a lunchtime detention duty once per week

#### **4. SPIRITUAL DEVELOPMENT**

- To organise and deliver an assemblies in accordance with the assembly rota
- To promote the Catholic ethos

**5. MONITORING PROGRESS/PERSONAL DEVELOPMENT PROGRAMME**

- To help support development of the ‘whole child’ during their time at the School
- To encourage engagement in House events, charity work etc
- To assist the student in setting personal learning and behavioural targets, where appropriate
- To update Student Behaviour Plans where necessary, where appropriate
- To issue reports and other supportive measures
- To assist in completing appropriate Behaviour tracking via ClassCharts (half-termly)
- To have an overview of individual learning needs and requirements
- To meet with parents/carers where deemed appropriate
- To engage with pathways choices and progress
- To support UCAS applications, where appropriate

**6. REWARDS AND RECOGNITION**

- To recognise the successes of every student
- To use appropriate resources to help promote and display these successes
- To ensure that rewards are given in line with relevant school policy
- To ensure that a learning and success culture is embedded in the school
- To play a lead in rewarding and encouraging student successes

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out additional duties within the context of the job, skills and grade

Signed:	
Post holder:	Headteacher:
Name in capitals:	Name in capitals:
Date:	Date: