

Post Title	Head of Year
Main Purpose of the Job	• Raise aspirations by supporting students to fully engage with the education provided by the Academy and achieve their personal best. • Support students and their parents/carers in promoting excellent timekeeping, attendance, behaviour, and appropriate standards of dress. • Ensure all Academy procedures relating to attendance are consistently followed and accurately recorded. • Implement Academy policies and procedures relating to behaviour and discipline, including lesson checks, reports, detentions, and suspensions. • Liaise and meet with parents/carers to keep them informed of any issues relating to behaviour, attendance, punctuality, and uniform. • Work collaboratively with external agencies, as appropriate, to support student welfare and progress. • Maintain accurate and up-to-date student records, ensuring that relevant information is shared with appropriate staff. • Ensure suitable arrangements are in place for students who are unwell, absent, involved in accidents, or require risk assessments. • Assist with Academy events and processes, including medicals, vaccinations, and student photographs. • Initiate and implement strategies in collaboration with senior staff and external agencies, including correspondence with parents/carers and home visits. • Maintain the Academy database, ensuring all information is accurate and up to date. • Deliver group interventions and hold individual meetings with students and their families where there are concerning patterns of attendance and/or behaviour. • Undertake home visits where necessary.
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 12 – 17 (£28,598 – £31,022)
Hours per week	Full Time* <i>*Full time hours are worked over term time only</i>

Expectations	All adults working at Castle View Enterprise Academy are expected to: • Actively contribute to and support the Academy's vision. • Demonstrate respect and care towards students, colleagues, and all members of the Academy community. • Model the highest standards through their behaviour, communication, and commitment to excellence in all aspects of their work. • Uphold and reinforce the Academy's uniform policy for students, while maintaining a professional and business-like standard of dress. • Contribute positively to the Academy's enrichment programme.
Duties	• Monitor student uniform, attendance, behaviour, and punctuality. • Support the organisation and delivery of reward events. • Act as a qualified First Aider across the Academy, including the completion of relevant reports. • Liaise with parents/carers regarding student welfare, identifying, monitoring, and reviewing concerns, and making referrals to external agencies in line with Academy procedures. • Deliver group interventions for students with low attendance. • Maintain accurate data on attendance, punctuality, and behaviour for the assigned year group. • Strengthen links between home and school. • Prepare reports and documentation for referrals to external agencies, working in collaboration with the Safeguarding Lead and SENCo. • Organise, attend, and contribute to multi-agency meetings. • Receive referrals and implement appropriate intervention strategies. • Ensure consistent implementation of Academy policies, including those relating to homework, behaviour, and uniform. • Liaise with in-school support staff and external agencies to ensure students' learning, emotional, and behavioural needs are met. • Work collaboratively with staff to agree solutions to identified student needs, acting as a key point of contact between the Academy and home. • Meet with parents/carers to discuss concerns and review student progress. • Implement Academy policies relating to tutor time and registration. • Produce reports and maintain accurate and appropriate records. • Lead Year Team meetings, assemblies, and events. • Coordinate and deliver the Night School provision, with support from the Senior Leadership Team. • Attend parents' evenings and Academy events as required. • Promote and maintain a culture of high expectations and standards across the year group. • Maintain up-to-date knowledge of internal and external support services, opportunities, and organisations to enhance provision for students.

Additional Duties	• Undertake supervisory duties before school, during break times, and at lunchtime as required. • Carry out any other reasonable duties as directed by the Principal. <i>This role is primarily student-facing and involves direct interaction with students, although it also includes administrative responsibilities.</i>
Variation in Role	Given the evolving nature of the role and the Academy's structure, it is expected that responsibilities may change as the needs of the Academy develop. The duties outlined above should not be regarded as exhaustive or exclusive. They may be amended from time to time in line with the grade of the post and in consultation with the Principal, where appropriate.

Castle View Enterprise Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure

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 and 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, students and parents/carers.	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.	D