



Head of Year (Year 7 / Year 8 rotation)

To lead a Year Group in the Year 7 to Year 8 carousel as a key member of the Pastoral Team and actively promote the well-being and personal and academic development of each individual in the Year Group.

Job Purpose

The Head of Year will oversee the progress of pupils throughout Years 7 and 8 in a two-year cycle and plays an important part in supporting pupils with transition from Year 6 into Year 7 and ensuring that every child is known as an individual.

Report to

Director of Pastoral Care and Safeguarding

Department

Pastoral

Key Responsibilities & Accountabilities

Leadership and Management

- To work closely with fellow Heads of Year, Heads of Department and SENDCo as a member of the Middle Leadership 'First Team';
- To lead the team of tutors in the Year group in the delivery of excellent pastoral care where each child or young person is known and valued as an individual;
- To ensure clear communication between pupils, parents and staff, maintaining close links with parents and communicating effectively information on academic and pastoral issues;
- To contribute to the professional development of the Deputy Head of Year and tutors;
- In liaison with the Deputy Head of Year and tutor team, to produce and implement an annual strategic plan for Year team in line with the School's annual strategic development plan and overarching long-term strategy;
- To contribute to regular meetings with the Director of Pastoral Care and Safeguarding, to Heads of Year meetings and Pastoral Team meetings;
- To lead Year Group Assemblies and support the Chaplain, where appropriate, with Chapel.

Safeguarding and child protection

- To adhere to the School's Safeguarding policy which includes the staff safeguarding code of conduct, and KCSIE (Part 1);
- To communicate any safeguarding concerns as soon as possible to the DSL or a Deputy DSL. For any serious concerns, speak to a member of the safeguarding team and then record your notes on the online safeguarding reporting system, CPOMS. If you cannot contact a DSL or DDSL or member of SLT, contact the reception and admin. team who will be able to locate them;

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- To use CPOMS in a timely manner to alert the safeguarding team of your non-urgent concern;
- To report any concern about the safeguarding conduct of a member of staff (contractor, volunteer or adult supervising children on the school site as part of an external let) to the Headmaster (or to the Chairman of Governors if the concern is about the Headmaster) and to self-refer as needed, following the Safeguarding Policy and Low-Level Concerns Protocol;
- To ensure that you always wear your lanyard and challenge anyone who is not wearing a school lanyard or who is wearing a red lanyard while unaccompanied;
- To ensure that all members of your tutor team complete an accurate register for am registration using iSAMS. As a teacher, to complete the pm registration at the start of period 6;
- To complete an accurate register at the start of each lesson or activity you teach or supervise, including after-school or weekend events or activities;
- To make sure that your tutor team is aware of the medical and SEND needs of the students in their care and participate in additional training as required;
- To be aware of online risks to children and to use Apple Classroom to monitor the use of school devices used by students in lessons;
- Working with the DSL and Director of Pastoral Care and Safeguarding, to produce safeguarding risk assessments for pupils in the year group as required.

Pupils' personal development, physical and mental health and social and emotional wellbeing

- To promote and model the School Values, 'Virtue, Learning and Manners', the 'Brentwood Learner Profile' attributes;
- To work with tutors, the Deputy Head of Year and other members of the pastoral team to ensure a smooth transition from Year 6 into Year 7 and Year 7 into Year 8 and for any pupil who joins the School after the start of Year 7;
- To ensure that tutors receive and understand all relevant information on new pupils entering the Year Group and that such information is passed on to new tutors when the pupils move into Year 9. To advise on allocation to forms and sets;
- To ensure that new entrants to the school are met, made to feel welcome and allocated a 'Buddy' to help them settle into the school. To keep parents informed as to their progress;
- To plan and lead the annual Year 7 on-site team building/enrichment activity;
- To ensure tutors build positive and trusting relationships with both pupils and their families;
- To keep a log of incidents/interviews involving pupils and meetings with parents and brief senior staff at regular intervals;
- To ensure tutors contact the parents of the pupils in their form group to celebrate individual achievements at least once a term;



- To support the mental and emotional wellbeing and mental health of the pupils in the Year group by ensuring the tutor engages actively and positively with each pupil in their tutor group and gets to know each pupil as an individual;
- To work closely with the Director of Pastoral Care and Safeguarding and Director of Pupil Wellbeing to ensure every pupil in the year group knows who they can talk to if they have any concerns about their own wellbeing or mental health or that of others;
- To liaise with the Director of Pupil Wellbeing over the programme in the Year group and to provide feedback over its quality;
- To work closely with the SENDCo and pastoral mentors;
- To work with the Deputy Head of School, peer mentors and Praes attached to the year group;
- To work with tutors to ensure the effective use of the 'Passport to Success' rewards system and the recording of merits and celebrate student success in tutor groups and in the Year Group;
- To ensure the highest standards of conduct by all pupils, including uniform, to ensure tutors intervene early if there are low level behaviour issues. To identify any patterns of poor behaviour and work with the tutor and other relevant colleagues to put in place effective intervention;
- To investigate and follow up behaviour incidents and concerns, working with the tutor, Deputy Head of Year or Director of Pastoral Care and Safeguarding, depending on the seriousness of the case;
- To implement the School's behaviour policy and procedures based on a reflective and restorative approach and maintain a high profile around the School site;
- To work, as required, with individuals and small groups of pupils to develop positive relationships, using a restorative approach to conflict and behaviour management;
- To work with the Year Team to make effective use of 'Time to Change' reflection;
- To ensure that clear and accurate records of pastoral and academic intervention, including communication with parents and guardians, are kept and shared as appropriate with the relevant colleagues in support of a pupil's wellbeing and personal development.

Pupils' academic achievement and approach to learning

- To be responsible to the Deputy Head (Academic) for the academic development of each pupil in the year group;
- To maintain the highest standards of academic performance within the Year Group and promote and maintain positive approaches to learning;
- To put in place, working with tutors and Heads of Department (and the SENDCo as appropriate), effective intervention when a pupil's academic performance is below expectation and review progress, working with the pupil and parent;
- To work closely with the Deputy Head of Year, tutors, with input from teachers and Heads of Department as required, to ensure there is effective tracking of academic performance and that appropriate interventions are in place as needed;



- To ensure that each tutor engages every pupil in the tutor group in regular one-to-one conversations to review and reflect on academic progress;
- In liaison with the Director of Studies, to collate and analyse all test results and co-ordinate follow-up actions, including meetings with parents and students;
- To work closely with tutors to monitor attendance and punctuality and contact parents as appropriate;
- To work closely with the Head of Academic Enrichment to encourage participation in academic enrichment activities;
- To support the Head of Careers and Director of Studies to advise pupils on careers options, Sixth Form pathways and subject choices and academic pathways as relevant;
- To oversee the arrangements for parents' meetings and year group examinations, and to ensure their implementation.

Promoting student voice and co-curricular engagement, leadership opportunities and contribution to the School and wider community

- To liaise with the Director of Co-Curricular Activities to encourage all pupils in the year group to participate in co-curricular activities and to take an active interest in supporting the year group in such activities;
- To promote student voice in the year group, including active and responsible participation in Year and Whole School Council meetings and other student-led initiatives and activities;
- To ensure that a Year Group Council meets on a half termly basis and feeds back to the SLT and that pupils from the Year Group are represented on the Whole School Council and Food Committee;

Recruitment and marketing

- To help market the School at events including Open Day;
- To be available if required to show prospective entrants and their parents around the school. To interview and then to offer the Headmaster advice/opinion as to the suitability of applicants;
- To assist with the recruitment process for Deputy Heads of Year and the allocation of tutors for the year group as required.

To undertake other responsibilities within the school which the Headmaster may from time to time reasonably require.

Personal Specification

- An experienced graduate with a record of outstanding classroom teaching;
- Be committed to the values and culture of the School;
- Leadership experience and skills in pupil pastoral or curriculum roles;
- Ability to build trust;
- Be highly organised with the ability to prioritise and work to deadlines;
- Display discretion when needed;

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- Possess strong interpersonal skills to deal sensitively with pupils, parents and staff;
- Be able to both lead and inspire the tutor team and be an effective team player;
- Think strategically and be able to take the initiative;
- Be proficient in the use of IT;
- Have a high level of literacy;
- Be able to stay calm under pressure;
- Be committed to on-going professional development;
- Display an absolute commitment to the highest standards of professional behaviour and, at all times, to promoting the welfare and safeguarding of children and young people.

The successful candidate will:

- be committed to the safeguarding and promotion of the welfare of young people
- demonstrate this commitment in every aspect of this post;
- adhere to, and ensure compliance with, the School's Safeguarding Policy at all times;
- report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

General safeguarding

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.

To find out more about this role please contact recruitment@brentwood.essex.sch.uk who will put you in touch with the Senior Deputy Head (Pastoral), Nicky Jenkin or the Director of Pastoral Care and Safeguarding, Rachel Bishop.