



Job title	Head of Year and Teacher of Science
Salary	TLR2c
Job purpose	<ul style="list-style-type: none"> • To support the Catholic ethos of the school, and to safeguard the well-being of all pupils in school. • Contributing to the policies through which those aims and objectives might be realised – safeguarding, behaviour, uniform policies. • Participating in all aspects of pupil welfare, safeguarding and well-being planning. • To contribute to the wider needs of the year group by monitoring and evaluating progress towards year group specific priorities as determined by the Pastoral Team. • To lead and report on appropriate, swift and effective actions as identified specifically for attendance, punctuality, safeguarding and behaviour for the year group. • Raising pupil levels of attainment and achievement. • Developing within the year group a sense of community, focusing on personal and academic excellence, the development of the whole person, positive relationships, care for others and a spirit of mutual respect and cooperation. • Teaching responsibilities as per the Teacher of Science job description. • Undertake daily duties before, during and after school. • Undertake any additional responsibilities as requested by the Headteacher.
General Responsibilities	<ul style="list-style-type: none"> • To provide pastoral, spiritual and academic guidance to all pupils in your remit • To organise and deliver Weekly Worship and tutor time resources. • Present information to whole staff during morning Pastoral briefings. • Attend morning briefings with the Pastoral team. • Attend Pastoral, and Safeguarding Meetings (as necessary). • Complete duties where required in SFC, on call and during pupil breaks. • Provide support to SLT before school, at lunchtimes and after school. • Ensure pupil files are kept up to date with discussions, interviews with pupils and parents, any disciplinary actions, interventions and records of correspondence. • Making timely returns, reports and references as necessary on individuals or groups in the year group. • Preparation of reports and referrals for outside agencies as required. • Enforce the school behavioural policies and support Form Tutors with their discipline, including the enforcing of the school uniform policy. • To complete Homework and progress reviews at regular intervals throughout the year. • Lead Form Tutors to ensure smooth progression of pupils through the school. • To monitor and co-ordinate the use of the school reward system. • To arrange and provide work for absent/suspended/isolated pupils. • To be a First Aider (training can be provided).
Monitoring and Evaluation to include	<ul style="list-style-type: none"> • Involvement in 'drop ins', monitoring of pupils' pastoral time and achievement and behaviour in lessons.

	<ul style="list-style-type: none"> • Using behaviour, attendance and punctuality records to identify and plan for year group needs. • To work with teachers/curriculum Middle Leaders to track pupil progress against targets. Work with SLT in order to work with groups within the year who are underachieving or at risk of underachieving. • Supporting the Assistant Headteacher - Quality of Care to create and implement an annual improvement plan. • Monitor and evaluate progress in relation to this plan in year and pastoral meetings. • Chair the year team meetings and disseminate minutes to the Assistant Headteacher - Quality of Care. • Work with Attendance Officer to analyse attendance/punctuality data to highlight and deal with patterns of poor absence/poor punctuality. • Gather views of Parents and pupils to evaluate school life and activities.
Recruitment	<ul style="list-style-type: none"> • Involvement in short-listing and interviews as necessary.
Specific responsibilities	<ul style="list-style-type: none"> • Educational Visits for your year group. • Organize year group specific personal development events and activities, to develop British Values and SMSCV requirements. • Attend any events linked to your year group. • Attend Open Evenings. • Arrange and attend Pathways events - YEAR 8/9 • Co-ordinate work of the Careers Advisor and track pupils' post 16 routes to ensure there are no NEETS – YEAR 10/11
Special Events	<ul style="list-style-type: none"> • Parent's evenings. • Arrange/deliver end of term rewards assemblies as required. • Attend all school events involving year groups to support school and pupils. • Support school religious observances and masses, in liaison with Lay Chaplain.
Responsible for the following budgets	<ul style="list-style-type: none"> • Pastoral budget will have some money allocated for your year group.
Teaching	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. Please also refer to 'Teacher of ...' job description.
Responsible to	<ul style="list-style-type: none"> • The Headteacher/Assistant Headteacher - Quality of Care
Other specific duties	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example. • To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate. • To undertake any other duty as specified by STPCB not mentioned in the above. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. • The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment

	opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
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This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.