



Head of Year Job Description

The Head of Year is a key leadership role within the College. The main focus of this role is the pastoral care of students within the year group and to work with staff to bring about improved outcomes for students in their wellbeing. The Head of Year needs to know the students in their year group and track their academic progress as academic achievement and pastoral care are intrinsically linked.

1. KEY RELATIONSHIPS

The Head of Year is required to work collaboratively with the following people - the Principal, Deputy Principal Administration, Deputy Principal (Teaching and Learning), Deputy Principal (Student Services), Director of Responsive Education, Director of Mission and Wellbeing, members of the Pastoral Council, staff, students and parents.

2. KEY SELECTION CRITERIA

- 2.1. Church participation, knowledge of and commitment to the ethos and values of Christian education.
- 2.2. A proven ability to provide leadership to fulfil all aspects of the role.
- 2.3. A strong knowledge of contemporary thinking on how to support students and encourage a strong pastoral care ethos at the College.
- 2.4. Capacity for strategic thinking and ability to implement change.
- 2.5. Skills to develop staff through coaching and mentoring.
- 2.6. Well-developed ICT skills.
- 2.7. Exemplary interpersonal and communication skills.
- 2.8. A commitment to ongoing professional learning.

3. MAIN RESPONSIBILITIES

3.1. LEADERSHIP

- 3.1.1. Guide the Pastoral Care/subject teachers in the year group in conducting their duties and following correct College policies and procedures.
- 3.1.2. Serve as line manager to the Pastoral Care teachers within the year group.
- 3.1.3. Liaise with advisors in the areas of pastoral care and wellbeing, as needed, from the Association of Independent Schools of Western Australia (AISWA) and other relevant bodies.

- 3.1.4. Display excellent knowledge of educational principles and best practices, as well as current trends within a specific field of expertise and the year group in general.
- 3.1.5. Evidence skills relating to passionate leadership, initiative and teamwork.
- 3.1.6. Keep the Deputy Principal Student Services informed of any matters in the pastoral life of the school which are likely to require action by the Deputy Principal Student Services and/or Principal.
- 3.1.7. Liaise with the other Heads of Year to organise programs and events to address issues relevant to young peoples' wellbeing in modern-day society.
- 3.1.8. Direct subject teachers of the year group to ensure regular, positive and helpful communication occurs between subject teachers and parents/carers.
- 3.1.9. Support the Deputy Principal Student Services in the prevention of bullying school-wide.
- 3.1.10. Support the Deputy Principal Student Services in school positive reinforcement/rewards and recognition, including the Exceptional Points System (EPS) and merit certificates.
- 3.1.11. Ensure any visitors to Student Services are warmly welcomed and treated professionally and respectfully, including pre-service teachers, trainee education assistants, outside work experience students, consultants, salesmen etc.
- 3.1.12. Actively implement the supervision and accountability processes in place at the College to support child safety, which in the context of this role are to ensure that students are always under the supervision of a registered teacher and to ensure that Pastoral Care/subject teachers are aware of their responsibility to report any behaviour by another staff member that does not meet or is suspected of not meeting the expectations set out in the Staff Code of Conduct.

3.2. STUDENT MANAGEMENT AND DEVELOPMENT

- 3.2.1. Oversee all areas of student pastoral care and wellbeing for the year group for which you are responsible.
- 3.2.2. Monitor students' overall academic progress and liaise with staff and parents where there are concerns.
- 3.2.3. Provide for the safety of the most at-risk groups at the College, which in the context of this role involves demonstrating attention to the following in the operations of the year group:
 - a) the needs of children with a disability.
 - b) cultural safety and awareness for Aboriginal children.
 - c) cultural safety for children from culturally and/or linguistically diverse backgrounds.
- 3.2.4. Support the Deputy Principal Student Services in taking responsibility for general orderliness around the school, working through the Pastoral Care/subject teachers to achieve:
 - a) disciplined behaviour.
 - b) good manners.
 - c) general tidiness.
 - d) easy access to lost property.

- 3.2.5. Manage the successful implementation of the IRS behaviour management system for the year group, including:
 - a) issue of infringements, removals and severe breaches.
 - b) related communications and meetings with students and/or parents/carers.
 - c) management of student arrivals at Student Services.
 - d) oversight of staff approach and success of use.
- 3.2.6. Manage student issues for the year group relating to use of the internet, including social media problems such as cyber-bullying.
- 3.2.7. Maintain high standards of school uniform worn by students in the year group.
- 3.2.8. Maintain high standards of Student Diary use by students in the year group.
- 3.2.9. Identify students in the year group of concern pastorally and monitor their wellbeing, including through the development and implementation of individual plans (behavioural, social-emotional, risk-management, organisational and others, as needed) in order that all students are given every opportunity to fulfil their potential.
- 3.2.10. Organise orientation and induction for students in the year group at the beginning of the academic year, including provision of clear information regarding the Student Diary, the behaviour management system and so on.
- 3.2.11. Monitor attendance levels and regularity as they pertain to welfare for students in the year group.
- 3.2.12. Support the Deputy Principal Student Services in directing the program for the development of student leaders within the school, including management of:
 - a) the selection and activities of the Student Leadership Team.
 - b) the training of leaders from year group cohorts.
- 3.2.13. Support the Deputy Principal Student Services in directing the program for the development of student mentoring within the school, including the management of the Peer Mentor induction program between Year 10/11 and Year 7 students.
- 3.2.14. Support Pastoral Care teachers in the behaviour of students in the year group during assembly and chapel services.
- 3.2.15. Encourage student participation in the extracurricular program.
- 3.2.16. Assist families in seeking support both within the school and external to the school.
- 3.2.17. Assist the Deputy Principal Student Services in meetings/interviews with students and/or parents/carers as and when required.

3.3. STAFF MANAGEMENT AND DEVELOPMENT

- 3.3.1. Advise staff in the year group of relevant professional learning in the areas of pastoral care and wellbeing, including AISWA events, and ensure attending staff report back on learning.
- 3.3.2. Run regular meetings with the Pastoral Care teachers in the year group (at least termly) and ensure regular attendance by all members of the team.
- 3.3.3. Oversee the Pastoral Care/subject teachers in the year group, including:
 - a) providing effective leadership.
 - b) inducting new teachers.
 - c) providing support in needed areas, including behaviour management strategies with a focus on restorative practices and Trauma Informed Practice.
 - d) contributing to professional growth.
- 3.3.4. Support form teachers in the year group to ensure:

- a) correct utilisation of Pastoral Care time, which should include taking attendance, daily devotions, reading notifications, and so on.
 - b) appropriate following-up of daily uniform issues.
- 3.3.5. Liaise with the Deputy Principal Learning and Teaching, Deputy Principal Administration, and/or Deputy Principal Student Services to contribute to the staff performance appraisal process for the teachers in the year group, including:
- a) providing feedback on performance.
 - b) conducting lesson observations, if requested.

3.4. ADMINISTRATION MANAGEMENT

- 3.4.1. Oversee the year group, including:
- a) organising year-related events and activities for the students such as socials and formal events.
 - b) building an exceptional team of Pastoral Care teachers.
- 3.4.2. Communicate with parents/carers clearly, professionally, and in a timely fashion regarding all pertinent information and events for the year group.
- 3.4.3. Utilise the pastoral care systems in SEQTA effectively.
- 3.4.4. Coordinate and attend the school camping program for the allocated year group, including organising activities and leading the Pastoral Care/subject teachers attending camp(s) for the year group.
- 3.4.5. Support the Deputy Principal Administration and Deputy Principal Student Services in the coordination of student immunisations, as well as providing additional care, as needed, to students in the year group.
- 3.4.6. In consultation with the Pastoral Care /subject teachers who report to you, provide recommendations to the Deputy Principal Student Services for the values awards in the year group to assist with the selection of annual values prize-winners.
- 3.4.7. Be responsible for the custody and maintenance of student records relating to pastoral care and wellbeing, as well as supplying the same to relevant authorities as required.
- 3.4.8. Ensure the maintenance and building of appropriately stored resource banks relating to pastoral care and wellbeing for the year group.
- 3.4.9. Regularly review and contribute to the updating of policies and procedures relating to pastoral care and wellbeing for the year group and the College in general, as needed.
- 3.4.10. Annually review and contribute to the production of the Family Handbook and Student Diary for those areas that relate to pastoral care and wellbeing for the year group and the College in general, as needed.
- 3.4.11. Monitor appropriate use of resources for the year group.

3.5. GENERAL

- 3.5.1. Other duties as required by the Principal.
- 3.5.2. No job description can adequately describe all the tasks that might form part of a colleague's duties. However, it is important that the essence of the job be described, for this can help colleagues to understand their role, and it can also help with providing each staff member with feedback regarding their performance.

It should be remembered that jobs tend to evolve and change over time. Therefore, this role description will need to be reviewed and updated from time to time and 'Other Duties' as required by the Principal or Delegate are expected.

AGREEMENT

I, _____, agree to the above as detailed in the Duty

Statement for the position of Head of Year at The King's College.

Signed _____

Date _____