



I will serve.

St Ursula's Convent School

Head of Year

Cover Supervisor

September 2025

"The greatest gift we can give to others is love, for love is the greatest gift we can receive from God."

St Angela Merici

Job details

Salary: Unqualified Teaching Scale plus £5,000 per annum additional duty allowance for Head of Year responsibilities

Hours: Full-time

Contract type: One Year

Reporting to: Assistant Headteacher KS3

Responsible for: Student Academic Progress and Personal Development

At St Ursula's Convent School, the Head of Year is a key pastoral leadership position, responsible for overseeing the academic progress, personal development, behaviour, and wellbeing of all students in the Year group. This role requires strong leadership, excellent communication skills, and a deep commitment to the pastoral care and holistic development of young people.

Duties and responsibilities

Pastoral Leadership:

- Act as the primary pastoral lead for all students in the Year Group.
- Monitor and promote student wellbeing, attendance, and behaviour.
- Lead and support a team of Form Tutors to deliver high-quality pastoral care.
- Lead and support a team of Form Tutors to contribute to high quality personal development
- Organise and lead regular year group assemblies and events.

Academic Progress and Support:

- Monitor academic progress and intervene where necessary to ensure all students meet their potential.
- Work closely with Heads of Department and SENCO to support students with additional needs.
- Analyse data to identify trends and target interventions for underperforming students.

Behaviour and Safeguarding:

- Promote a positive, respectful, and inclusive school culture.
- Uphold the school's behaviour policy and support form tutors in dealing with behavioural issues.
- Work closely with the safeguarding team to identify and support vulnerable students.

Communication and Liaison:

- Serve as a key point of contact for parents regarding pastoral issues in the Year Group.
- Liaise with primary schools during the transition process to gather relevant information on incoming students.
- Work collaboratively with SLT, teaching staff, and external agencies where appropriate.

Administration and Organisation:

- Maintain accurate and up-to-date pastoral records.
- Contribute to the development of school policies related to student welfare and progress.
- Support the planning and delivery of trips, enrichment activities, and parent evenings relevant to the Year Group.

Safeguarding

- Liaise and collaborate with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for students in the Year group.
- Remain alert to the fact that pupils with SEN may be more vulnerable to safeguarding challenges.
- Using CPOMs update regularly any communications with parents.

General

- Liaise with internal and external bodies as required.
- Attend meetings outside of school hours including governors, parents and stakeholders as necessary.
- To uphold the school's Catholic ethos in teaching and learning.
- To support the teaching commitment of the school by having a cover supervisor role with PPA and protected time to undertake Head of Year responsibilities.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head of Year will carry out. The post holder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">➤ Degree or equivalent
Experience	<ul style="list-style-type: none">➤ Teaching experience of at least 2 years➤ Experience of working in a pastoral role
Skills and knowledge	<ul style="list-style-type: none">➤ Strong understanding of the needs of Key Stage 3 students➤ Excellent communication and interpersonal skills➤ Ability to motivate and lead a team➤ Ability to build effective working relationships➤ Ability to influence and negotiate
Personal qualities	<ul style="list-style-type: none">➤ Experiences of working on transition programmes➤ Knowledge of child protection and safeguarding procedures➤ Ability to work under pressure and prioritise effectively➤ Commitment to always maintaining confidentiality➤ Commitment to safeguarding and equality➤ Experience with data tracking systems (SIMS)

Last review date: 3rd June 2025

Next review date: TBC

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:

