

Hendon School



Job Description

Job title:	Head of Year – Non Teaching
Responsible to:	Deputy Headteacher (Pastoral)
Contract:	36 hours/week/Term Time Only
Grade:	SSP 26 - 30

Job Purpose:

To provide proactive, compassionate, and strategic pastoral leadership for a year group, ensuring that all students are supported to thrive socially, emotionally, and academically. The Head of Year plays a key role in fostering a positive school culture, promoting student wellbeing, and working in partnership with families and staff to remove barriers to learning.

Key responsibilities:

Leadership & Vision

- Lead and embody the school's values of Believe, Achieve, Lead, Belong within the year group.
- Create a strong sense of identity, purpose, and pride among students and staff in the year group.
- Coordinate the smooth day-to-day running of the year group, ensuring consistency and high standards.
- Act as a key liaison between the year group and wider stakeholders including SLT, governors, faculties, support staff, and external agencies.
- Chair and lead purposeful year team meetings, setting clear agendas and actions.
- Support the induction and development of new pastoral staff and contribute to their ongoing professional development.

Student Wellbeing & Behaviour

- Promote a safe, inclusive, and respectful environment where all students feel valued and supported.
- Be a visible and approachable presence around the school, modelling and reinforcing positive behaviour and attitudes.
- Work closely with the Senior Leaders to implement strategies that support positive behaviour for learning.
- Lead reintegration meetings and restorative conversations following incidents or absences.
- Support the coordination of sanctions and interventions, including detentions and behaviour plans, in line with school policy.

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Care, Guidance & Support

- Work collaboratively with the Safeguarding Team to ensure the safety and welfare of all students.
- Attend and contribute to safeguarding and multi-agency meetings as required.
- Monitor attendance and punctuality, working with the Attendance Officer to address concerns and promote high attendance.
- Liaise with key staff to ensure students with additional needs (e.g. SEND, SEMH, PP, LAC, EAL) receive appropriate support.
- Coordinate and contribute to the delivery of the school's personal development and careers (CEIAG) programme within the year group.

Achievement & Engagement

- Use data and pastoral insight to identify students at risk of underachievement and coordinate targeted interventions.
- Promote student engagement through enrichment, extracurricular activities, and leadership opportunities.
- Lead the year group's rewards and recognition systems, celebrating progress, effort, and contribution.
- Support the organisation and delivery of key year group events, including assemblies, trips, and transition activities.

Parent & Community Engagement

- Build strong, trusting relationships with parents and carers, acting as the first point of contact for pastoral matters.
- Organise and lead parent meetings, including Parents' Evenings and individual support meetings.
- Communicate regularly with families through a range of platforms, including newsletters, the school website, and wider school communications.

Operational & Line Management

- Line manage and support pastoral support staff, ensuring clarity of roles, effective communication, and professional growth.
- Contribute to whole-school committees and working groups, including the Student Welfare and Health & Safety Committees.
- Ensure compliance with school policies and contribute to the ongoing development of pastoral systems and practices.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. The school reserves the right to change or up-date this job description and/or the place of work after consultation with the job holder.