



Job Description

Secondary Head of Year

School:	Secondary
Allowance Group:	C
Teaching Allocation:	55-60% of contact periods
Reports to:	Secondary Assistant Principal, Student Welfare or the Senior Teacher - Key Stage 3 (Student Welfare)

Role and Position in the Organisation:

The Secondary Head of Year is a member of the Head of Year Leadership team which consists of the Secondary Assistant Principal, Student Welfare and the Senior Teacher - Key Stage 3 (Student Welfare). The team is responsible for all aspects of student welfare; the Tutorial programme; student discipline; Tutor team leadership; home school communication; Year group Residential Visits and reporting progress.

Major Role: To provide professional leadership and the management of student welfare issues for a Year group in order to provide a safe secure environment to allow students to reach their full potential in all areas of school life.

The Secondary Head of Year will:

- monitor and support the progress and welfare of the students in a particular Year group;
- communicate with parents regarding pastoral and Year group issues;
- lead a group of Tutors and Support Tutors in order to develop and deliver the Tutorial Programme which is a planned integrated Personal Social and Health Education (PSHE) programme which exemplifies the School's mission, vision and values and the IB Learner profile;
- lead the annual Year group Residential Visit, where appropriate.

Responsibilities, by area

Goal 1: We focus on continually improving learning

Strategic Area 1 - Learning and Teaching – The Secondary Head of Year will:

- ensure that the “Essential Agreements for Teaching and Learning” form the core values of the Year Team and are the basis for lesson planning and delivery;



- monitor standards of behaviour across the Year group;
- develop and supervise the leadership opportunities for students within the Year group;
- work with the Tutors to develop the pastoral curriculum;
- lead, implement and evaluate the Tutorial Programme for a Year group, which is a planned integrated Personal Social and Health Education (PSHE) programme;
- work to ensure that an environment is created in which students will achieve the highest academic standards;
- ensure that appropriate feedback is consistently given to students during the course of the year;
- monitor students through attainment and targeting grades to further support through mentoring those individuals who are not reaching their full academic potential;
- liaise with the Heads of Faculty, Learning Support (LS) team, English as an Additional Team (EAL) team and subject teachers to ensure appropriate individual programmes of work are developed for students whose difficulties have been identified;
- plan the annual Residential Visit in consultation with subject teachers and the Senior Teacher - Key Stage 3 (Student Welfare) or the Secondary Assistant Principal, Student Welfare;
- sample individual students' classroom experience across the curriculum when appropriate.

Strategic Area 2 - Professional – The Secondary Head of Year will:

- assist the Secondary Assistant Principal, Student Welfare and Senior Teacher - Key Stage 3 (Student Welfare) to build a unified team of Tutors;
- provide guidance and practical support to Tutors in establishing effective relationships with students;
- encourage, promote and when necessary lead staff development opportunities;
- as part of the annual Performance Management process to provide written and verbal feedback and support for members of the Year team in their role as a Tutor;
- attend all compulsory Continuing Professional Learning (CPL) sessions linked to child safeguarding, first aid, EAL and LS.

Strategic Area 3 - Culture and Communication – The Secondary Head of Year will:

- ensure that communication between subject teachers, Tutors, student and/or home occurs when necessary and is recorded in a timely manner;
- ensure effective communication with the Secondary Leadership Team (SecLT);



- provide formal and informal guidance to Tutors to help them to establish effective contact with parents and in dealing with significant student behavioral concerns;
- communicate to parents and other interested parties an accurate outline of the pastoral curriculum provided in his or her Year group;
- ensure discipline issues are effectively managed, documented and referred onto the Senior Teacher - Key Stage 3 (Student Welfare) and Secondary Assistant Principal, Student Welfare where appropriate;
- lead Parents' Coffee mornings to discuss issues of general interest in the Year group
- ensure Tutor reports are of a high standard, are completed according to published deadlines and communicate information effectively and appropriately;
- contribute to School publications especially curriculum booklets, the Student Achievement Booklet, Patana newsletter, term magazines and other external publications;
- communicate to parents, students and staff issues related to child safeguarding in order to promote a safe environment for all students;
- ensure exemplary standards of behavior and personal responsibility.;
- contribute to updates to the Board, as required e.g. through reports and presentations.

Goal II: We align our structures, policies and practices to support learning

Strategic Area 1 - Policy and Planning – The Secondary Head of Year will:

- report regularly to the Senior Teacher Key Stage 3, Assistant Principal - Student Welfare and Principal concerning developments within the Year group;
- As a member of the Head of Year Leadership team and in consultation with the Sec LT inform decisions on relevant pastoral matters;
- ensure regular cross-phase articulation of pastoral-related matters;
- ensure all policies but especially those related to welfare and behaviour are understood and adhered to by all members of the Year team;
- link work within the Year team to the School development plan;
- monitor the attendance and punctuality of students in the Year group;
- assist with the maintenance of comprehensive, transferable records of students' academic and pastoral achievement;
- regularly monitor registers within the Year group;
- understand and adhere to the student safe guarding policy, code of conduct and methods of reporting a concern.



Strategic Area 2 - Finance and Resources – The Secondary Head of Year will:

- identify resource needs for the Tutorial programme and other Year group expenditure and provide this information to the Secondary Assistant Principal, Student Welfare and the Senior Teacher - Key Stage 3 (Student Welfare) for annual budget planning;
- plan the Residential Visit budget, where appropriate.

Strategic Area 3 - Admissions - The Secondary Head of Year will:

- ensure new students adjust to the Patana environment quickly and positively by working with the Tutors and supporting the “Helping Hands programme”;
- when required advise the Secondary Assistant Principal, Student Welfare and the Head of Admissions concerning the placement of a new students in an appropriate Tutor group.

Strategic Area 4 - Health and Safety - The Secondary Head of Year will:

- assist in the risk assessment process for the annual Residential Visit;
- with the help of the Tutors, ensure that students are aware of and adhere to Health and Safety policies of the school;
- coordinate and communicate the evacuation procedures to students in the Year group;
- communicate health and safety concerns in a timely manner and to document that communication;
- safeguard students against all foreseen risks.

Strategic Area 5 - Facilities - The Secondary Head of Year will:

- To work with the Tutors in planning the use of facilities and facility improvement and expansion.



Secondary Head of Year: Safeguarding responsibility

Bangkok Patana School is committed to keeping students protected, safe and secure.

Key safeguarding responsibility:

To support the Designated Safeguarding Lead (DSL) by providing guidance and direction to staff in line with the Patana Safeguarding Policy and Staff Code of Conduct.

Responsibilities

- To be the Safeguarding point of contact within a specified area. E.g. Year group.
- To ensure that staff in your team/specified area know how to respond to an initial disclosure, who to inform, and how to record the information.
- To make Safeguarding procedures and disclosure forms accessible to staff.
- To bring any disclosures, incidents and concerns to the attention of the relevant DSL.
- In liaison with the DSL, to provide guidance and support to staff, students and families in response to an ongoing concern or disclosure.
- To make Safeguarding a standing item on team agendas.
- To keep staff informed about any changes to policies and procedures.
- To support the school in providing ongoing CPL relevant to Safeguarding.
- To help parents, nannies and other visitors understand our Safeguarding requirements.
- To make student safeguarding a clear focus within the pastoral/PSHE curriculum.
- To revisit the Staff, Student and Hotel/Resort Codes of Conduct and Guidelines for Hotels and Resorts when planning for Residentials which require overnight stays.
- To regularly update own knowledge of best practice.
- To develop shared expertise within the wider Safeguarding team.

These duties will be developed into short and longer-term targets in consultation with the post-holder.



Bangkok Patana School
The British International School in Thailand
Established 1957

Bangkok Patana School

Mission

Our mission is to ensure that students of different nationalities grow to their full potential as independent learners in a caring British international community.

Vision

We develop global citizens who shape their world through independence, empathy, creativity, and critical thinking.

Values

Well-being

We are

Protected, safe and secure
Motivated and engaged
Responsible and honest
Kind and compassionate
Balanced and fulfilled

Learning

We are

Rigorous
Inquisitive and creative
Collaborative and confident
communicators
Critical, reflective thinkers
Passionate, resourceful and resilient

Global Citizenship

We are

Committed to integrity
Active volunteers
Diverse and inclusive
Ethical and informed
Empowered by our interculturalism
Inspired to improve global sustainability
Respectful contributors to digital and local communities

Student safeguarding

Bangkok Patana School is committed to safeguarding and promoting the welfare of its students and expects all staff to share the same commitment.