



Job Description – Year 7/8 Dean Fixed Term - 2/Mu's

Key Tasks:

Ensuring new students are well prepared to begin their studies.

Activities:

- Organise New Entrant programmes including orientation day.
- Support new students on entry to Mount Hutt College.
- Enrol any new students in the absence of the Guidance Counsellor/or if required to assist.

Performance Indicators:

- **At the start of the year:-**
- Enrol new students at appropriate level
- Orientation programme organised in consultation with SLT
- Oversight of class/student profiles with Learning Support Department
- Follow up with new students and families after first 2-3 weeks
- Suitable buddy up processes for new students arranged with Form Teachers
- New entrants day and activities are staffed and run effectively
- Liaise with SLT and HOFs re Form Teachers allocations
- Oversight of new students familiarisation with school environment and lockers
- **During the year:-**
- New students and parents are welcomed to the school, official information obtained
- Student records completed
- Student allocated form class, House and subject allocations where necessary
- Year 7-Term 4 - Liaise with contributing schools re new enrolments. Ensure appropriate data transfer for new students.
- Regular checks continued to review new student settled in and progress with FT and family
- **End of Year-**
- Overview of student – class placements for the following year, in consultation with SLT, HOFs, classroom teachers

Key Tasks:

Provide effective support for staff and students.

Activities:

- Monitor the School's Behaviour Management System to identify students needing support
- Liaise with HOFs, classroom teachers and Guidance Departments and families on behaviour issues
- Be available to teachers, students and families for discussions/ interviews
- Have oversight of student homework regularity, amounts, quality
- Manage pride points

Performance Indicators

- BMS system regularly reviewed with teachers
- School detention system checked weekly and parents notified of students causing concern
- Weekly checks on student bullying records and procedures and follow up with students and staff held when necessary
- Regular meetings with subject/Year level teachers held to discuss student progress and concerns
- Records kept of outcomes from interviews with parents and students, on student files and in own records
- Working with teachers on quality/quantity of homework.

Key Tasks:

Coordinate Form Teacher – pastoral responsibilities at relevant year level.

Provide leadership and support for Form Teachers to carry out their responsibilities.

Activities:

- On-going role to provide relevant information for form teachers
- Hold regular Form Teachers meetings
- Be available and support Form Teachers when dealing with students.

Performance Indicators

- At the Start of Year prepare Form Teachers for their role
- With FTs provide a programme of FT/Class activities including support for School goals and Values
- Provide current student, class and role of the form teacher information to new and existing form teachers at respective levels
- Term 1 meet weekly with Form Teachers
- Terms 2-4 meet with FT every 3rd week, other weeks for subject/year level meetings
- Minutes kept of meetings, follow up on student matters
- Assist Form teachers in contact with home when necessary
- Liaise with other staff on student behaviour issues
- Work with Form Teachers to ensure students are using their student diary appropriately, including homework and reading logs are completed

Key Tasks:

Carry out Dean's responsibilities in a positive and timely manner.

Activities:

- Arrange regular meetings with Form Teachers and/or subject teachers
- Arrange and coordinate with Form Teachers weekly year level assemblies
- Oversee Year 7/8 news line
- Organise and ensure systems are in place that recognise positive student contribution to school and class work
- Attend and be proactive at scheduled student support meetings
- Carry out formal reporting tasks and add Dean comment

Performance Indicators

- Current and accurate records kept of meetings with Form Level teachers.
- Follow up occurs with teacher, student, family where needed
- Weekly year group assemblies are planned for and regular items recorded for future use
- Students are involved in assembly items/events
- News lines are completed by subject/classroom teachers in a timely manner
- Coordinate Gold Card system with Years 7-8.
- Performance Awards, Recognition of Positive performance for Formal School Reports,
- Regular attendance and proactive contribution made to Student Support meetings
- Reports checked, signed and forwarded for distribution in a timely manner
- Recommendations for Excellence awards forwarded to SLT. Identify any students of concern, arrange for student/parent interviews

Key Tasks:

Communications and consultation..

Activities:

- Have an overview of student attendance
- Overview of school report evenings
- Overview and coordination of promotional information
- Assist with the flow of information about school systems and student performance
- Coordinate End of Year Activities

Performance Indicators

- Liaise with Form, classroom teachers, guidance staff and office staff regularly to help monitor student attendance
- Parents of students of concern, are contacted to come in for interviews
- Ensure student activities and successes are reported to relevant media and school personnel
- The flow of information within school and with the community (two way) is effective
- Liaise with HOFs, SLT, other staff to coordinate end of year activities and have these diaried with SLT by the end of term 3.