

New to Head of Year

- How to lead the perfect team
- Top tips and tactics for working with the senior management
- Resources and templates for:
 - record keeping
 - tutor activities
 - target setting

Leadership strategies

- How to get the best from your team of tutors
- Dealing with difficult tutors
- How to hold effective meetings
- Know the relevant policies:
 - safeguarding
 - bullying
 - attendance and behaviour

Understand your role and responsibilities

- PSHE
- parents' meetings
- assemblies
- year councils
- transitions
- student mentoring

A safe and secure pastoral environment

- Maintaining discipline: policy, behaviours and sanctions
- How to talk to students and encourage students to talk to you
- Strategies for dealing with difficult issues:
 - bullying
 - SEND
 - attendance
 - behaviour
 - family problems
 - theft
 - bereavement
 - conflict

An engaging and challenging working environment

- Liaison tactics for engaging with subject teachers
- New ideas for smooth transitions and induction processes
- Monitoring academic progress of individual students
- Target setting for individual students
- Record keeping and report writing for student welfare and academic performance
 - Exam entries
 - Underachievement

Top tips for working effectively with families, colleagues and agencies

- Know all the agencies: when to call them in for help and for what

"A very good course that covered everything about being a head of year."

Joe Cohen, The Ace Academy

To run this course in your school, call 01790 755783



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