



GREENWOOD ACADEMIES TRUST

JOB DESCRIPTION

Post title: DEPUTY HEAD OF YEAR

Responsible to: Head of Year

Job Purpose: To offer complementary support to the Head of Year on all pupil/parent issues.

DUTIES AND RESPONSIBILITIES:

- To take responsibility for all aspects of pupil welfare, attendance, punctuality and home and primary links, if applicable.
- To liaise with the LA in terms of applications for places, the allocation of places, appeals against non-admission and the waiting list (year 7 only).
- To oversee, monitor and evaluate the quality and effectiveness of links with the previous year.
- To monitor attendance and punctuality and to contact parents if rates drop below Academy standards.
- To produce merit lists half-termly for pupils whose attendance/punctuality is excellent.
- To manage, in liaison with the Head of Year, any minor discipline/behaviour issues where parents need to be informed and the identification of under performance either academically or socially.
- To work with the Head of Year to identify the appropriate set for each pupil.
- To liaise with the SENCO for all pupils with special needs.
- To oversee pupil welfare/child protection for all pupils in the year.
- To liaise with the school nurse for all pupils in the year.
- To manage the transition process from one year to the next.
- To assist with in-year assessments.

- To induct all new pupils who join the Academy in-year.
- Any other duties deemed to be appropriate to the role.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.