



## **Deputy Head of Year**

**CHELLASTON ACADEMY**

**Permanent**

**37 hours per week, 41 weeks per year**

**Grade 5 £24,496 - £26,845 FTE (£21,847 - £23,942 Pro Rata)**

QEGSMAT is seeking to appoint an enthusiastic and experienced person to work at the Chellaston Academy. Chellaston is an 11-18 school whose educational philosophy is to develop confident, global citizens who can thrive in the changing world. The school is rapidly improving and is a rewarding and exciting place to work.

The Chellaston Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

### **Why work for us?**

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.68% for support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

Please be aware, the School/Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 702502. Further details about our school can be found on our website: [www.Chellaston.derby.sch.uk](http://www.Chellaston.derby.sch.uk)

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

**Closing date for applications: Sunday 24<sup>th</sup> September 2023**

**Interview date: W/c Monday 2<sup>nd</sup> October 2023**

**Salary: Grade 5 £24,496 - £26,845 FTE (£21,847 - £23,942 Pro Rata)**

**Start date: ASAP**



## **JOB DESCRIPTION**

<b>Post title:</b>	Deputy Head of Year
<b>Line Manager:</b>	Head of Year
<b>Working with:</b>	HoY / SLT – general. FSW – attendance. CPO - safeguarding
<b>Scale:</b>	Grade 5 £24,496 - £26,845 FTE (£21,847 - £23,942 Pro Rata)
<b>Disclosure Level:</b>	Child Work force – Enhanced/Barred

### **Main Duties:**

- Be available to meet with pupils, parents/carer or staff
- Meet pupils following referrals related to behaviour, bullying, pupil concerns or other incidents and to carry out appropriate investigations
- Be available to support form tutors in your year group
- Implement and monitor pupils on report in line with school policy
- Act as a key individual to identified pupils both behavioural and PA.
- Identify, in consultation with HoY, pupils who need referring to external agencies for additional support or assessments and to be involved in appropriate follow up
- Carry out, analyse and review information for identified pupils
- Prepare and review pre EHA and EHAs for identified students in consultation with pastoral leaders, CPO and DSL
- Monitor attendance and punctuality and take positive steps to improve attendance for identified year groups and make first day contact daily. Following the process and protocols for attendance
- Ensure good communication with parents/carers, members of the Academy staff and outside agencies
- Attend multi agency meetings as appropriate, in particular TAF meetings
- Collate work for absent pupils where appropriate
- Support the organisation of all year group events including consultation days and parents evening
- Promote and support educational trips and visits
- Prepare reports for Academy's Pupil Disciplinary meeting as appropriate

- Working together with other heads of departments to organise and support at events with a particular year groups as appropriate, including transition, Option Choices, work Experiences, etc.
- Ensure pupils files (i.e. SBIPs, Boxall, CISS) remain up to date for identified students and year groups
- Support the HoY with the Character Development of students in your Year
- Support the induction of new students into the academy
- Support the distribution of pupil reports
- Meet regularly with the CPO to discuss, implement and review safeguarding needs of students
- Meet regularly with the SENCO/DSENCO to discuss, implement and review supporting the pastoral needs of students with send
- Carry out 1:1 mentoring with identified students in a dedicated space
- Monitor Academy uniform and equipment including planners.
- Support the Head of Year with pupil interviews, pupil references and questionnaires.
- Support pastoral procedures.
- Staff the HUB room on a rota basis
- Effectively work as a pastoral team. This will include covering absent DHOYs and ensuring that the pastoral offices run effectively

Whilst every endeavour has been made to outline all of 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.



### PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Qualifications</b>	Good basic education to GCSE level in literacy and numeracy, or the equivalent  GCSE English and Maths A* - C or equivalent	A relevant qualification in Childcare and/or Education	Application form  Certificates
<b>Experience</b>	Experience of working with children	Being a paid worker in play schemes, crèches, midday supervision, after-school clubs or similar  Currently working as a learning mentor or teaching assistant	Application form  Selection process  References
<b>Knowledge and understanding</b>	Have knowledge and understanding of: <ul style="list-style-type: none"> <li>• the needs of young children.</li> <li>• child development and the ways in which children learn;</li> </ul>	Has worked with secondary or Primary students with SEND	Application form  Selection process  References

	<ul style="list-style-type: none"> <li>• the roles played by various adults in a child's education.</li> <li>• behaviour management strategies;</li> <li>• equal opportunities</li> <li>• safeguarding</li> </ul>		
<b>Skills</b>	<p>Able to:</p> <ul style="list-style-type: none"> <li>• help professional staff to achieve their objectives;</li> <li>• assist children on an individual basis, in small group and whole class work;</li> <li>• explain tasks simply and clearly and foster independence;</li> <li>• supervise children, and adhere to defined behaviour management policies;</li> <li>• accept and respond to authority and supervision;</li> <li>• work with guidance, but under limited supervision;</li> <li>• liaise and communicate effectively with others;</li> <li>• demonstrate good organisational skills;</li> <li>• reflect on and develop professional practice;</li> <li>• display work effectively and make and maintain basic teaching resources.</li> </ul>	<p>Able to:</p> <ul style="list-style-type: none"> <li>• monitor, record and make basic assessments about individual progress</li> <li>• suggest alternative ways of helping children if they are unable to understand;</li> <li>• describe, in simple terms, the process of behaviour management with children;</li> <li>• identify gaps in their own experience that they need help in filling;</li> <li>• demonstrate the ability to learn and adapt from past experience.</li> <li>• Be a confident swimmer</li> </ul>	<p>Application form</p> <p>Selection process</p> <p>References</p>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Ability to work flexibly in order to meet the demands of the job.</li> <li>• Enthusiastic, hardworking and assertive</li> <li>• Excellent attendance and timekeeping record</li> </ul>	<ul style="list-style-type: none"> <li>• Desire to enhance and develop skills and knowledge through Continuous Professional Development</li> </ul>	<p>Application form</p> <p>Selection process</p> <p>References</p>

	<ul style="list-style-type: none"><li>• Meet deadlines and respond to unplanned situations</li><li>• Ability to work as part of a team and on own initiative</li><li>• Self-motivating with the ability to multi-task</li><li>• Commitment to the highest standards of child protection</li><li>• Recognition of the importance of personal responsibility for Health &amp; Safety</li></ul>		
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