

## **ASSISTANT HEAD OF YEAR**

### **JOB DESCRIPTION**

**GRADE** Grade 5

**RESPONSIBLE TO** Head of Year/Assistant Headteacher

### **MAIN CONTACTS**

All members of the staff team (teaching and support) as well as students, parents, members of the public and external agency workers.

### **MAIN PURPOSE OF THE JOB**

To promote and safeguard the behaviour, health, safety, personal, social and emotional welfare of students in an allocated year group.

To make a contribution to the welfare of students within the allocated year group through the provision of appropriate support and guidance and the co-ordination of all non-academic interventions.

To support the Head of Year (HOY) in their daily duties.

### **MAIN DUTIES**

#### **1. Creating a strong year group ethos, promoting a culture of success and high achievement for all students**

- Maintaining a high profile around the school and with families
- Supporting Year Assemblies in partnership with the HOY and leadership group
- Attending Presentations, Review Days, Parents Meetings, BAR meetings and Rewards Assemblies as required
- Taking a strategic role in the behaviour of students in the year
- Taking a strategic role in the progress of students in the year
- Implementing school rewards, sanctions, policies and initiatives
- Ensuring that line managers are informed of matters pertaining to the year group
- Assisting, where required, in exam invigilation
- Supporting in year team protocol meetings
- Facilitating the delivery of the curriculum and behaviour modification strategies to small groups of pupils whilst supervising within the Internal exclusion room

#### **2. Overseeing students' personal, social & emotional welfare and providing appropriate guidance**

- Working closely with tutors, key school staff, parents and outside agencies to support the personal, social and emotional welfare of students in the allocated year and work with the HOY and other key staff to support, in particular, students who are underachieving

- Making counselling referrals internally and referrals to other outside agencies via and in close liaison with the appropriate coordinator in school.
- Promoting anti-bullying strategies in liaison with the Assistant Headteacher (Behaviour) and giving support and guidance on friendship and bullying issues via restorative approaches
- Promoting the school's policy on safeguarding and working closely with the Designated Person for Safeguarding in respect of vulnerable individuals where appropriate
- Playing a key role in assessing/meeting the pastoral needs and overseeing support arrangements of Students in LA Care, under the guidance of the Designated Person
- Playing a key role in EHA-TAC Meetings, managed move meetings and LAC/PEP reviews
- Completion of referrals and assessment documentation, including CAFs
- Creating and updating student's profile records
- Supporting IYA (in year admission) meetings and processes
- Attend managed move meetings and reviews
- Being on call and available to students in the year throughout the day and having a visible presence around the school
- Mentoring individuals and small groups of students
- Investigating incidents, gathering statements and reporting on outcomes.

### **3. Maximising student attendance and punctuality**

- Being pro-active in promoting good attendance and punctuality within the year including taking late detentions
- Monitoring attendance and punctuality and employing appropriate intervention strategies with groups and individuals who are attendance concerns
- Working closely with the Attendance Officer and other appropriate individuals to maximise attendance
- In conjunction with the Attendance Officer, contact parents immediately where students are absent from Examinations

### **4. Encouraging Positive Behaviour**

- Promoting and implementing school policies on Rewards and Sanctions and behaviour management including reporting positive indicators to families
- Celebrating and rewarding positive behaviour
- Supporting specific students to achieve improvements in their behaviour
- Following up and dealing with incidents, in liaison with other Heads of Year and Leadership where appropriate
- Supervising the Inclusion Unit and/or the Internal Exclusion Facility as required.
- Undertaking regular patrols around the school as required
- Overseeing student responsibilities within the year
- Encouraging student participation in year & school events
- Supporting with student leadership and student council meetings and initiatives

### **5. Working with parents**

- Building, sustaining and developing a strong home: school partnership and working closely with parents and outside agencies to promote student welfare
- Taking a pro-active role in communicating and working with parents as partners to promote positive student behaviours and outcomes
- Managing mid-term new admissions: organising appropriate assessments, setting up timetable, buddies, etc
- Liaising with parents, students and other colleagues where appropriate, prior to students joining school

## **6. Working with Outside Agencies**

- Working collaboratively with outside agencies, as required, to promote student well-being
- Compiling reports and other information on individual students for outside agencies, as required

## **7. Management and use of Year Records and Administrative systems**

- Ensuring accurate record keeping of work within the year, collectively and for individuals
- Sharing responsibility for ensuring that data held on SIMS is accurate
- Accessing and using SIMS and in-school tracking systems
- Providing up to date data and records on individuals and groups as required

## **8. Adopting practices needed for the success of this role. This will include:**

- Promoting an inclusive culture ensuring that opportunities are provided for all students
- Supporting the extended services, ECM and Community Cohesion
- Oversight and implementation of School Core Values & Behaviour policy & procedures within the year group and across the school

All staff have a responsibility for the welfare and safeguarding of all students.

## **ASSISTANT HEAD OF YEAR PERSON SPECIFICATION**

### **Experience**

- Experience of working with students/young people and their families

- Experience of providing pastoral care
- Experience of providing intervention programmes
- Experience of dealing with difficult and challenging situations

## **Knowledge**

- Knowledge and awareness of issues and factors related to underachievement and barriers to learning and participation
- Knowledge of building effective one-to-one mentoring
- A knowledge of current educational issues especially in relation to pastoral care and child protection
- A clear understanding of pastoral and student guidance and support issues in schools.

## **Skills and Abilities**

- Excellent communication skills, both written and verbal with the ability to communicate effectively with a wide range of audiences including school staff, students, parents and outside agencies
- Ability to build effective relationships with students and young people and develop strategies to remove barriers to learning
- Ability to work as part of a team
- Ability to inspire and motivate students across the school to achieve their potential, leading by example
- Ability to maintain complete confidentiality and act with sensitivity and discretion at all times.
- Ability to keep calm under pressure
- Ability to analyse and use data
- Ability to organise work, prioritise tasks and manage time effectively

## **Other**

- Flexibility to adapt to changing workload demands and new school challenges
- Commitment to equal opportunities
- A willingness to apply for an Enhanced DBS check
- A willingness to undertake additional training, keep up to date with developments and changes in good practice.
- Be able to drive and hold a clean driving licence