



Job Description

Job Title:	Assistant Head of Year
Location:	Solihull Alternative Provision Academy
Salary Band:	Band D; points 20-26, £31,586 - £36,124 pro-rata Actual: £27,077 - £30,967 per annum
Contract:	Permanent, Full-time
Hours:	Term-time only, 37 hours per week, Monday to Friday, (39 weeks per year, 44.7 weeks paid)

Main duties and responsibilities:

Support and Standards

- Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety
- Respond to and take steps to resolve relationship issues between students
- Provide general student support e.g. lost items, upsets, support calls from lessons
- Follow up attendance matters, including for agreed target students and contact or meet with parents
- Collect and collate statements relating to incidents, following up directly when appropriate
- Contribute to pastoral support plans
- Be aware of and comply with policies and procedures relating to child protection and all aspects of safeguarding children. Attend case conferences as directed
- Liaise with external agencies on behalf of the pupils your year group
- Contribute to the provision and organisation of the enrichment programme to raise attainment for pupils in your year group
- Contribute to organisation and attendance of year group events, assemblies and enrichment programmes such as vocational courses.
- Support pupils within subject lessons as and when required
- Contribute to tutor meetings as requested

Communication

- Be the first point of contact for parents, being responsible for and dealing with issues when appropriate and referring to other staff for action
- Ensure contact is made to parents whenever incidents are dealt with by self or when delegated to contact by others
- Produce appropriate records of incidents dealt with – e.g. bullying, racial incident files
- Arrange for work to be set and collected for exclusion and other student absence

- Seek reports on student progress from staff
- Arrange parental appointments for Pupil Progress Manager, Assistant Principal or Vice Principal / SENDCo
- Dissemination of year group information to staff
- Ensure systems letters e.g. uniform, equipment are sent and logged

Evaluation

- Monitor levels of bullying and implement policies and strategies to combat it
- Produce reports on levels of incidents dealt with and other issues relevant to the post

General

- To assist in break / lunch supervision if required
- Represent the school in a manner consistent with its ethos and values
- Contribute to school development through identified communication and consultation channels
- To respect the confidential nature of information relating to the school and students

Health, Safety and Security

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

Pastoral Care

- Deal with incidents that are seen or reported regarding pupils' welfare.
- Report incidents and concerns to the Pastoral team

Continuing Professional Development – Personal

- In conjunction with the Principal, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Principal, Director of Education or the incumbent of the post