



## Job Description

**Post Title:** Assistant Head of Year

**Responsible to:** Assistant Headteacher i/c Standards  
**Liaising With:** Student Service Manager, Attendance, Behaviour & Welfare Officer, Headteacher, Directors of Learning, all teaching & support staff Steyne site/Arundel Site

42 hours per week, Term Time Only  
*Specific hours and lunch break agreements to be agreed with line manager*

### East Sussex Single Status Grade 7

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#### Key Responsibilities

1. To support the Director of Learnings (DOLs) with attendance, standards, behaviour, welfare and progress

#### Responsibility for Behaviour/standards/

1. To monitor behaviour. This includes sending to the DOLs/tutors weekly Achievement and Behaviour points
2. To ensure DOL have certificates and prizes for achievement points to be given out in assembly time
3. To be on call throughout lesson times
4. To support key students with social and emotional needs in lessons
5. To support staff with behaviour in lesson times
6. To Liaise with the Behaviour service, TYS and other agencies regarding behaviour
7. To undertake duties before school, at break, lunch and after school
8. To complete spot checks on uniform
9. To restrain pupils if needed using the Physical Restraint policy
10. To log rewards as needed
11. To support the Director of Learning and the attendance officer in improving attendance

#### Communication

1. To arrange and carry out restorative justice meetings with staff and student and between student and another student
2. To meet with parents during the school day, before and after school regarding any behaviour, attendance, welfare issue
3. To ensure minutes are taking of all meetings that are completed by yourself or one of the DOL/AHT. They are kept on file and other key pastoral staff are informed
4. To ensure parents are informed regarding any behaviour /bullying issue on the day it takes place
5. To help monitor students reports and communicate with parents regarding these reports
6. Produce appropriate records of incidents dealt with – e.g. bullying, mediations, racial incident files

#### Progress and Welfare

1. To run groups to develop student social skills, , leadership skills, mental health and resilience
2. To mentor students and develop academic progress
3. To support students with their progress in specific subjects

#### Additional Responsibilities

1. To update the school database regards behaviour incidents and liaise with the behaviour services



2. To attend case conference, child in need conferences and multi-agency conferences as appropriate
3. To maintain student files and update student filing
4. To oversee lost property
5. To oversee spare uniform
6. To cover the student officer during their lunch period or if the student service officer is absent
7. To attend case conference, child in need conferences and multi-agency conferences as appropriate.
8. To maintain student files and update student filing
9. To help the student service officer with lost property.
10. Be aware of and comply with policies and procedures relating to Child Protection and all aspects of safeguarding children
11. To deputise as a first aid officer if the student service officer is not available
12. To run detentions and sit in the Internal exclusion room on a rota basis

### **Training**

1. To keep first aid certificate up to date
2. To undergo other training as required

### **Other Specific Duties:**

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

To actively promote and adhere to the school's policies.

To continue own personal development and to engage actively in the appraisal process.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

Employees are expected to adhere to the standard dress code presenting a professional image to students, parents, governors and the wider community

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the School.*

*The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Headteacher:..... Date: .....

Postholder:..... Date:.....



# Person Specification

<b>Professional Criteria:</b>	Essential	Desirable
<b>Qualifications</b>		
• Qualifications in the areas relevant to the post	*	
• GCSE Grade C in English and Mathematics	*	
• Evidence of professional development relevant to the post		*
• First Aid certificate	*	
• Child Protection certificate		*
• Minibus licence	*	
<b>Training &amp; Experience</b>		
• Experience of working with young people	*	
• Recent group/classroom experience across KS3/4		*
• Proven commitment to own professional development		*
<b>Knowledge</b>		
• Knowledge of current pastoral issues	*	
• Knowledge of current Child Protection issues	*	
• Knowledge of strategies for successful intervention with students who are underachieving		*
• Knowledge of primary/secondary progression routes		*
• Knowledge & understanding of Inclusion issues	*	
<b>Skills</b>		
• Ability to work with students, parents and staff in a supportive and challenging way	*	
• Ability to motivate and enthuse students, including disaffected and reluctant learners	*	
• Good written and oral communication skills	*	
• Effective organisational and administrative skills	*	
• Effective inter-personal skills	*	
• Ability to use ICT as an administrative aid	*	
• Ability to use SIMS		*
• Ability to lead assemblies		*
<b>Personal Qualities:</b>		
• Enjoyment of working with young people and a commitment to their learning and development;	*	
• A sense of humour and an outward calm	*	
• Good time management;	*	
• Willingness to take responsibility and to display initiative;	*	