



# Assistant Head of Year Job Description

<b>POST:</b>	Assistant Head of Year
<b>RESPONSIBLE TO:</b>	Principal, under the day to day management and leadership of the Head of Year.
<b>SALARY:</b>	OCL .1PA07 (12 – 19)
<b>LOCATION:</b>	Oasis Academy Mayfield
<b>WORKING PATTERN:</b>	37 hour per week, term time only
<b>DISCLOSURE LEVEL:</b>	Enhanced

## **JOB PURPOSE:**

- Providing support to students and their families in order to promote positive engagement with education and learning and improve levels of attainment and attendance.
- To work with the Head of Year for a designated Year Group to promote student well-being and achievement by providing care, support and challenge for the students and families in your year group.
- To support the vision and strategic direction of Mayfield by providing exceptional pastoral care that supports well-being and reduces barriers to learning.

## **Attendance and Punctuality**

- To support the Head of Year in improving attendance and punctuality in your year group.
- Day to day responsibility for the attendance and punctuality of the year group.
- Ensure that all Academy procedures relating to attendance and punctuality are followed.
- Communicate attendance and punctuality concerns to parents and carers working with them to ensure improvement.
- Ensure appropriate arrangements are made for students who are unwell or who have accidents during the Academy year e.g. appropriate work sent home.

## **Behaviour and Rewards**

- Day to day responsibility for the behaviour and rewards of the year group including patrol lesson checks, managing behaviour escalations including exclusion processes and paperwork.
- To respond swiftly to student concerns, bullying or behaviour issues that arise in your Year Group.
- To coordinate Restorative Practice interventions.
- To support the Head of Year with the praise and rewards system which motivates all students.

- To support learners and encourage positive attitudes to learning, especially as part of a patrol system, actively walking around academy.
- To supervise the Internal Exclusion Room when timetabled.
- To support with inclusion and other strategies, including Phoenix and managed moves.
- Collate and record work for students who are excluded or withdrawn from the Academy community through isolation or part time timetables.

### **Uniform and Equipment**

- Responsible for upholding the Academy's standards and expectations in relation to the uniform and equipment of students in the year group including liaising with parents as appropriate.
- Support tutors in regularly monitoring student equipment.

### **Communication**

- To promote parental engagement and establish constructive relationships – including meetings as required, phone calls and other forms of contact.
- Liaise with parents and staff on student behaviour and welfare matters.
- Respond to parental enquiries and follow up, logging date, time, reason, and action.
- Ensure all student records are kept up to date and that all relevant information is disseminated to staff
- To work with individual students and their families when issues from home are affecting or likely to affect their performance/attendance/behaviour at the Academy
- To be the first point of contact for students and their families within your year group(s), providing appropriate information as required to relevant Academy staff, students and parents

### **Academy – General**

- To support the day to day running of your year group, including assemblies, parents evenings.
- Carry out student supervision duties immediately before and after the Academy day, and at break and lunchtimes where necessary.
- Participate in Pastoral Team meetings and other meetings relevant to the year group.
- To support the Head of Year with key events in their year group, such as transition, guided choices, work experience.
- To deputise for Head of Year as appropriate.
- To support the Head of Year with the effective implementation of Tutor time
- To model at all times 'The Mayfield Way'
- To look for CPD and other professional development opportunities in order to develop own practice and that of the school.
- Undertake cover relevant to the role for absent staff (i.e. pastoral staff/peer group) and Invigilate examinations if required.
- After training become a part of the academy first aid team.

### **Health and Safety**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

**Safeguarding Children**

- Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

**Other**

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

## Person specification

Competency	Essential	Desirable
Literacy & Numeracy	<p>Evidence of a successful education to Level 3.</p> <p>Ability to produce articulate and concise written reports within a given timescale.</p>	An undergraduate degree or equivalent.
ICT	Computer literate with good working knowledge and experience of a range of programs including Microsoft Word and Excel.	
Organisational	<p>Ability to work unsupervised and to plan and prioritise effectively.</p> <p>Ensure routine and non-routine correspondence is produced on time.</p> <p>The ability to work flexibly to meet the needs of young people.</p>	<p>Knowledge of SEN practices and procedures.</p> <p>Good understanding of school structure.</p>
Relevant experience and knowledge	<p>Aware of the principles involved in giving advice and guidance to young people including the place of confidentiality.</p> <p>A clear understanding of the factors that lead to educational disaffection in young people.</p> <p>Knowledge and understanding of strategies to remove barriers to learning in young people.</p>	<p>Knowledge and understanding of Child Protection protocol.</p> <p>Experience of providing advice and guidance.</p> <p>Experience of successfully working with vulnerable young people.</p>
Interpersonal / communication skills	<p>The ability to work as part of a team.</p> <p>The ability to converse with ease with parents/students and members of the public, and provide advice in accurate spoken English.</p> <p>The ability to find creative and imaginative solutions to problems.</p>	The ability to lead and inspire.