**[](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=&url=https://twitter.com/chcc_official&psig=AOvVaw2SaVfdYwrYb52s0OMau8uz&ust=1554732182144645)Crown Hills Community College**

**JOB DESCRIPTION**

**Assistant to Head of Year**

**LG Band 6**

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| This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. | |
| **Reporting directly to:** | Head of Year for assigned Year group;  Senior Leadership Team link for behaviour. |
| **Liaising with:** | Pastoral team, Tutors, Leadership team, Curriculum and Subject Leaders, Other relevant support staff, parents, outside agencies. |
| **Purpose:** | * To support HOY and have a clear and ambitious vision of how to drive a year group forward creating a positive identity. * Leading on ensuring relationships between learners and staff reflect a positive and respectful culture. Ensuring students at Crown Hills feel safe and do not experience bullying or discrimination. * Lead on ensuring students show commitment to their learning and this will be displayed through high achievement, attendance and punctuality records and in turn reduce disruption to learning. * Play a pivotal role in insisting the high expectations for students’ behaviour and conduct at all times and that these expectations are applied fairly and consistently, in line with college policies. |
| **Core duties and responsibilities:** | **To work with the Head of Year to support and lead in creating a safe, calm, orderly and positive environment in the school.**   * Support, create and implement clear routines and expectations for behaviour across all aspects of school life creating classrooms to be environments where students can learn and to oversee behaviour, attendance and welfare issues relating to assigned year group. * To help remove welfare barriers to learning, enabling students to make at least expected progress. * To deal with issues in a positive manner, communicating actions to staff and parents as appropriate. * Ensure consistency in the use of policies and procedures and holding staff accountable and challenging any variations in practice. * Supporting and creating a culture where all staff know and care about pupils and in particular taking a lead on a specific year group and matters related to this group of students. * To support the agreed college system of rewards and recognition of student progress / achievement and to be part of an annual review of this. * To monitor the ‘my commitment’ scores of the year group and take appropriate actions to celebrate and intervene. * To support line ups and ensure procedures are followed by all students and staff. * To enforce expectations with regard to uniform, attendance, punctuality and respectful behaviour. * To keep year group and relevant staff up to date with the year group. * Develop strong links with home and support organisation of parental consultation evenings, revision sessions, options evenings and other matters. * Have an overall picture with supporting evidence of general behaviour issues within their year group. * Be actively involved in reducing behavioural issues and promoting a respectful college environment through the strong presence in corridors at lesson changeovers, break times, end of lunchtimes, end of the day. * Promoting good manners, respect and courtesy towards one another in the year group and having pride for themselves and the school. * Regularly monitoring behaviour data including on calls and exclusions and actively work to reducing these through resolutions with staff and students and making tailored plans to support students and staff and supporting in decision making re: sanctions. * Involvement in EWO, SEN, re-integration, PSP, exclusion, managed move and other meetings. * Actively involved with subject teachers with regards to setting of groups for lessons, trips or other related matters to minimise behavioural issues and maximise outcomes. * Ensure year group is involved with student voice, promote anti bullying, and other related matters. * To use attendance and punctuality data to plan and lead strategic interventions for persistent absence; truancy, patterns of absence; etc. * To present data on attendance, punctuality, and behaviour to the Leadership team and governors where necessary in the form of a report or presentation. * To manage communication home to parents regarding student achievement including concerns and recognition of outstanding progress. * To publicise and support Parental Consultation evenings. To co-ordinate tutor reports to parents for the relevant year group. * To support the induction of new student’s mid-year: Organising initial meetings, timetables and a general introduction to the College. * To actively use SIMs to update attendance codes and ensure incidents and actions are logged. * To assist with administrative tasks e.g. maintaining accurate records. * To manage and administer the Behaviour for Learning system in relation to assigned year group, ensuring students attend detentions and follow up if they do not. * To take up duties related to on call, gate duties and staffing of the behaviour support base. * To work as part of the Pastoral team, sharing duties and information as appropriate. * To ensure smooth running of year assemblies, leading and preparing achievement assemblies.   ***Specific responsibilities may be related to certain year groups, for example;***   * Assistant Head of Year 7 will be involved with transition of Year 6 to 7 and work related to this such as work with primaries, working with new intake data, creating new tutor groups, open evenings etc. * Assistant Head of Year 9will be involved in ensuring their year group are fully prepared to make their options choices through for example: taster sessions and informative assemblies * Assistant Head of Year 11 will be involved in the support of careers and on the progression of students to further education and training. |
| **Quality Assurance and Standards:** | * To set be a positive role model to other staff through the modelling of professional attitudes and behaviours and in terms of dress, punctuality and attendance. * To attend team and staff meetings as required. * To be proactive in matters relating to health and safety. * To implement and promote Leicester City Council and the Academy’s policies and procedures relating to all areas of employment and service delivery. * Sustain own motivation and that of other staff. * Be a professional advocate for the school in all contexts and ensuring emails, phone calls and other matters are responded by the team in a timely manner. |
| **Accountability:** | * Be accountable for the pastoral and academic performance of students within a year group. * Analyse student-tracking data, identify underperformance, and contribute to planning appropriate interventions and monitor their impact for a specific year group. * Liaise regularly with the HOY to ensure they have a clear picture of the issues within the year group. |
| **Safeguarding and Health and Safety :** | * All staff have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with. * It is an employee’s responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any acts or omissions. |
| **Additional Duties:** | * To play a full part in the life of Crown Hills, to support its distinctive aims and ethos and to encourage students to follow this example. * To participate in induction training, staff reviews process and professional development opportunities. * To comply with any reasonable request from line manager to undertake work of a similar level that is not specified in this job description. * To undertake professional duties that may be reasonably assigned by the Principal. |

* Whilst every effort has been made to explain some of the main duties and responsibilities of the post, each individual task undertaken may not be identified.
* 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.
* The job description is current at the date shown but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

*These duties may be varied or added in order to meet the changing demands of the school at the reasonable discretion of the Principal.*

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PERSON SPECIFICATION**

**Assistant to Head of Year**

**LG Band 6**

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| **ATTRIBUTES** | **REQUIREMENT** |
|  |  | ***E/D*** |
| **A. Training and Education** | * Evidence of sound level of general education, including GCSE English and Maths (A\*-C) or equivalent (Level 2 Basic Skills Literacy/Numeracy). * ICT skills sufficient to perform the role with regard to use of SIMs, software packages related to presentation of information to staff and students. * Team Teach trained or willingness to attend training. * A level qualification in relevant subjects or equivalent ability/ experience. * A relevant higher education qualification. * Relevant professional qualification or other accreditation. | E  E  E  D  D  D |
| **B. Experience**  **And Skills** | * Ability to deal sensitivity with vulnerable students and their families. * Sound understanding of confidentiality issues. * Experience of working effectively with children and young people in a learning environment. * Awareness of child protection issues. * Reliable with regard to all aspects working practice. * Ability to remain patient and calm in challenging situations. * Ability to work effectively within a team environment, understanding roles and responsibilities. * Ability to build effective working relationships with all learners and colleagues and to perform and maintain appropriate professional relationships and boundaries with colleagues and students. * Ability to promote a positive ethos and role model positive attributes. * Willingness to participate in relevant training and development opportunities. * Professionally discreet and able to respect confidentiality. * Firm, sensitive and effective approach towards student discipline. * Confident and able to use own initiative. * Willing and able to keep up-to-date with legislation/guidelines/new/best techniques/as they change or study for/obtain/train for further skills and qualifications needed for the role. * Experience of working to support young people’s learning. * Positive problem solving attitude. | E  E  E  E  E  E  E  E  E  E  E  E  E  E  D  D |
| **C. Other Conditions** Including any hazardous or environmentally adverse conditions | * Set a good example in terms of dress, punctuality and attendance. * Must satisfy relevant pre-employment checks. * This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure and Barring Service check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time. | E  E  E  E |
| **D. Equal Opportunities** | * Must be able to recognise discrimination in its many forms and be willing to put the Council’s Equality policies into practice * Willing and able to deal with people professionally at all levels and from a variety of backgrounds. | E  E |