



Job Description and Person Specification

JOB TITLE	Assistant Head of Year
RESPONSIBLE TO	Head of Year and Assistant Principal
GRADE	Grade 8
HOURS	8:07am – 4pm
Part time (Job Share)	Term time - 39 weeks, (0.4) 1 Year Fixed Term

JOB DESCRIPTION

Overall purpose of the post:

To provide proactive day-to-day pastoral leadership and support for a specified year group

To maintain visible presence building positive, professional relationships with students and acting as a trusting adult for guidance and support

To monitor behaviour and attendance data, identify trends and patterns of concern, liaising Inclusion managers, SENCo and Safeguarding Team

To plan and lead pastoral interventions, lead professional meetings, communicating regularly with families

Main Duties and Responsibilities:

- To actively promote and model the school's STRIVE values, embedding them within daily pastoral practice, behaviour interventions and student interactions, so that they consistently shape expectations, attitudes and personal development across the year group
- To meet with Form Tutors and Head of Year on a regular basis to offer support in ensuring they are making an effective contribution towards the objectives of the academy.
- To support the Head of Year in delivering the Year Teams Strategic Plan.
- To ensure that Form Tutors are fulfilling their legal requirements in relation to student registration and attendance monitoring.
- To contribute to the wider welfare, safeguarding and personal development of the year group and assist with the organisation of parents' evenings and other meetings, e.g. induction week, options evening, information evenings, etc., relevant to the year group
- To support learning activities and programmes of support to students.
- To engage students helping them to develop a sense of belonging to the Academy community, a sense of self-worth and competence and of empowerment to make informed decisions about their life at the Academy.
- To coordinate the pastoral care of children who are looked after, liaising closely with academy staff and external partners.



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- To manage challenging and extreme behaviour of individual students.
- To calm and diffuse difficult situations involving students.
- To design and deliver appropriate behaviour/intervention strategies and programmes for individuals and small groups of students on social skills, anger management and emotional literacy which will contribute to improved behaviour and attendance and influence students whose behaviour is a barrier to learning.
- To promote positive behaviour management by modelling and suggesting effective strategies with students in class and around school, including at break and lunch times to develop a change in behaviour.
- To monitor student attendance at school detentions in their year group.
- To produce, analyse and report behaviour and attendance data to monitor and evaluate the effectiveness and impact of the interventions and strategies used. Identify patterns, trends and making recommendations to drive up standards in both areas
- To maintain dialogues with key people around individual children's needs.
- Liaise with parents/carers and other staff and outside agencies, such as the Police, to ensure effective communication/support concerning students as appropriate.
- Create/contributing to reports, TAFS, multi-agency meetings and behaviour plans, learning plans, health care plans, risk assessments, etc. and updating student records accordingly.
- To agree appropriate professional targets annually with the appropriate senior leader, who will monitor and review her/his performance in accordance with the Academy's Support Staff Appraisal Policy
- To become a trusted adult for students, plan and lead extra-curricular opportunities and after-school clubs
- Support the on call/RESET system as necessary
- Lead detentions and interventions after school
- Support duties at break and lunchtime
- To support the most vulnerable of students by having a consistent presence, modelling and demonstrating strong attendance and punctuality

Safeguarding

- Demonstrate a strong commitment to keeping young people safe
- Report any disclosures following the child protection and safeguarding policy and procedures and record on CPOMS

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy
- Undertake Fire Marshall duties in the case of fire and/or emergency evacuation where applicable
- To comply with the academy policies and procedures at all times



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- To cover various inclusion duties in the event of sickness or absence, under the direction of the Head of Year to enable a continuation of business need and statutory compliance on behalf of the student
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts:

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Governors, parents and any other visitors to the academy.

Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Principal/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.

PERSON SPECIFICATION

Qualifications	Essential	Desirable
Level 2 Qualifications in English and Maths or equivalent	✓	
Willingness to undertake and complete training to assist students	✓	
Willingness to undertake and complete training to enhance qualifications and training and development in the post	✓	
Experience		
Experience of working in a school environment	✓	
Proven record of working successfully with students with high needs students in a learning environment	✓	
Previous experience working with children with Special Needs and/or disabilities and/or challenging behaviours		✓
Experience of working with students in small groups or 1:1 situation	✓	
Experience of trauma-informed practice		✓
Experience of effective liaison with parents and other professionals	✓	
Skills		
Ability to effectively communicate with a range of audiences	✓	
Ability to motivate and enthuse young people with SEND and SEMH need	✓	
Demonstrate emotional resilience in working with children with challenging behaviour and emotional need	✓	
Ability to respect and maintain confidentiality, including following general data protection regulation	✓	



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Ability to analyse data to inform interventions	✓	
Ability to use standard ICT packages including Microsoft Office	✓	
Excellent time management and organisation skills	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Ability to work flexibly and respond to unplanned situations	✓	
Other		
Commitment to be involved in the school as part of the wider community	✓	
Attend extra-curricular events such as whole school productions, results day etc.	✓	
Leads by example with high professional standards	✓	
Excellent attendance and punctuality	✓	
Ability to work extra hours as required		✓
Satisfactory DBS and recruitment checks	✓	