



THE HIGHCREST ACADEMY JOB DESCRIPTION

ASSISTANT HEAD OF LEARNING

There are six Assistant Heads of Learning who will be assigned to different Year groups under the guidance of the Heads of Learning. The role of Assistant Head of Learning is to support the Heads of Learning in delivering exceptional pastoral support. This will be achieved through combinations of the following:

MENTORING ASPECT

- To deliver group work to Pupil Premium pupils, addressing issues of social, emotional and behavioural development, in order to close the gap
- To deliver 1:1 support as directed by the HOL, CP Officer/Mental Health Co-ordinator or SLT (Pastoral)
- To deliver restorative justice meetings as directed by the Head of Learning
- To ensure that the department has in place a system of assessment, recording and reporting concerns which is consistent with the academy policy

MANAGEMENT OF PUPIL PROGRESS AND ASSESSMENT

- To use data to celebrate achievement or significant progress and monitor under achievement in collaboration with Heads of Learning.
- To have input in renewing targets for attainment alongside putting in place the appropriate pastoral support for PP and other vulnerable pupils.
- To liaise with Heads of Learning and Form Tutors when targets are being set for PP and other vulnerable pupils
- To liaise with Heads of Department to collect evidence of interventions being used in a subject area

- To liaise with Heads of Department to collect evidence of the impact of reported interventions
- To monitor pastoral interventions within lessons and beyond the classroom for named pupils (in liaison with the Pupil Premium Co-ordinator)
- To liaise with Heads of Learning, SENCO, CP Officer/Mental Health Co-ordinator, EAL Manager and outside agencies when monitoring the progress of PP and other vulnerable students with the aim of narrowing the gap
- To ensure that reports are completed as required

MANAGEMENT OF PUPILS' BEHAVIOUR

- To establish a firm and fair departmental approach to behaviour which is consistent with the ethos and policies of The Academy
- To support Heads of Learning with PP and other vulnerable pupils who present challenging behaviour and work closely with the Inclusion Team
- To contact the parents of PP and other vulnerable pupils who are being monitored, when it is necessary

MANAGEMENT OF RESOURCES

- To maintain an up-to-date inventory of all material resources, stock and equipment in the department
- To ensure that electrical equipment meets health and safety regulations as per the academy's Health and Safety policy
- To manage the departmental budget and allocate funds so as to provide the best possible resources to support pupil learning and narrowing the gap for PP and other vulnerable pupils
- To ensure that rooms and other areas in the department provide an attractive learning environment for pupils and that displays help pupils' learning
- To provide PP and other vulnerable pupils' work for display at parents' evenings, Open Evening and on other occasions as required
- To participate in the design of Pupil Premium classroom and Pupil Premium school displays
- To track PP pupils' interventions to ensure fair access

MANAGEMENT OF EXTERNAL LIAISON

- To represent the school or ensure presentation at any external activities considered appropriate
- To liaise with feeder schools during Year 6 Transition to support PP and other vulnerable pupils with the transition to Secondary School

ACADEMY MANAGEMENT

- To meet with other Assistant Heads of Learning and the Link SLT to make an active contribution to the academy's Inclusion policy
- To ensure departmental policies and procedures reflect the academy's policies and procedures

CO-ORDINATION OF INTERVENTIONS

You will be accountable for co-ordinating the interventions for your allocated pupils on the PP/Ever6 list in order to ensure they reach their full potential. You will work closely with the Head of Learning to identify the most appropriate interventions and develop a robust tracking and auditing system to monitor the work that is done with these pupils.

- To track PP/Ever6 students and work with the Head of Learning to ensure appropriate and adequate interventions are put in place
- Research and feedback to Head of Learning information about new intervention agencies
- Manage the intervention diary for PP/Ever6 pupils
- Book rooms for agencies, greet agencies and collect students for appointments
- Keep registers of all students receiving interventions
- Input data regarding interventions on PP/Ever6 interventions log
- Assist with referrals of PP/Ever6 pupils to outside agencies
- Keep the interventions log up to date with Inclusion Information
- Track and support PP/Ever6 students returning to class following Isolation/Inclusion.
- To be involved with the organisation of Well-being Day with a view to catering for PP/Ever6 pupils
- To support PP/ Ever6 students who attend Alternative Provision

GENERAL

To assist Heads of Learning with aspects of administration, this may include:

- Collating Incident Forms
- Filing
- Telephone calls to parents
- Distribution of information
- Research
- Duties must be carried out in compliance with current legislation and with the academy's Professional Code of Conduct and Equal Opportunities, Child Protection and Health & Safety Policies
- All employees are expected take part in in-service training and professional development

- All employees are expected to participate in the academy's appraisal process

OTHER

- All staff are required to read and understand the current version of Keeping Children Safe in Education, Part 1 and Appendix A along with the academy's policies relating to Safeguarding and Child Protection, all of which are available electronically.
- The Academy has a clear process where every member of staff must report any concern they have about a child directly to the DSL Team. This process is outlined during induction, regularly at whole staff meetings and in weekly bulletins. Details of the DSL Team is displayed daily in reception. Any queries regarding any aspect of safeguarding must be made to a member of the DSL Team.
- All staff are required to read and understand the academy GDPR policy to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. This policy applies to all personal data, regardless of whether it is in paper or electronic format.
- The Postholder must be prepared to carry out additional duties, which may reasonably be required by the Principal. The duties of this post may vary from time to time, as required by the Principal, without changing their general character or level of responsibility.
- The Academy follows Safer Recruitment Guidelines and reserves the right to delay an applicant's start date if any checks are outstanding. This includes an online DBS check and where necessary an overseas check.

Postholder

Signature:

Printed Name:

Date:

Line Manager

Signature:

Printed Name:

Date: