



# NOTTINGHAM GIRLS' ACADEMY

## Deputy Head of Year

### Job details

**Salary:** GAT 7 (£32,061 - £33,699 FTE)

**Hours:** 37

**Contract type:** Full time - Term Time Only

**Reporting to:** Assistant Principal

### Main purpose

To lead a year group and provide complementary support to senior leaders, teachers and support staff on a range of student issues.

### Duties and responsibilities

- Take responsibility for a year group of students
- Forge strong partnerships between student, school and home
- Work with the attendance lead on the attendance and punctuality for the students in the year group, including making first strike phone calls, wellbeing calls and performing home visits
- Monitor and analyse behaviour data from Arbor
- Meet with families where students are causing a concern
- Plan what adjustments and support can be provided to students and set appropriate improvement targets
- Liaise with the SENCO for students where needed
- Uphold high standards in the year group for all aspects of the NGA Way (Behaviour and Attitudes framework)
- Make referrals to external agencies to get the right support for students
- Work with the safeguarding lead for students where safeguarding concerns arise
- Lead a team of tutors, including at tutor briefings and after school meetings
- Support with the compiling of documentation in relation to exclusions/suspensions as well as ones to watch
- Attend all parents' evenings and other events relating to a year group
- Adapt and resource the PSHE curriculum for tutor time and assemblies
- Lead in-year admissions meetings and work with the Admissions Officer to onboard students effectively.
- Work with the Transition Lead to facilitate the effective onboarding of the incoming year 7 cohort (where applicable)

### Other areas of responsibility

- Cover lessons as appropriate

### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of students, including sharing concerns where necessary
- Promote the safeguarding of all students in the academy

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role.

### Person specification

| <b>Criteria</b>                    | <b>Qualities</b>   |
|------------------------------------|--|
| <b>Qualifications and training</b> | <ul style="list-style-type: none"> <li>• Educated to GCSE grade C standard in English and mathematics</li> <li>• Qualified Teaching Assistant or higher qualifications</li> </ul>  |
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>• Proven track record across a range of educational settings, demonstrating a wealth of experience and knowledge in securing sustainable improvements.</li> </ul>   |
| <b>Skills and knowledge</b>        | <ul style="list-style-type: none"> <li>• Ability to build effective working relationships with staff and other stakeholders</li> <li>• Ability to adapt teaching to meet students' needs</li> <li>• Ability to build effective working relationships with students</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Good IT skills</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> </ul> |
| <b>Personal qualities</b>          | <ul style="list-style-type: none"> <li>• Uphold and promote the ethos and values of the academy</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Maintain confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>  |