



JOB DESCRIPTION

TITLE:	Assistant Head of Year (Pastoral)
SCHOOL:	Manshead Church of England Academy (MCEA) part of the Dioceses of St. Albans Multi Academy Trust (DSAMAT)
RESPONSIBLE TO:	Designated Safeguarding Lead (DSL)
RESPONSIBLE FOR:	Students within allocated year group and intervention cohorts
CONTRACT TYPE:	Permanent – TTO plus 5 days
GRADE:	Scale points 21 – 24

About the role:

The Assistant Head of Year (Pastoral) plays a key role within the academy's pastoral team, supporting safeguarding, inclusion, behaviour, attendance and student wellbeing to ensure all pupils feel safe, supported and able to thrive.

Working closely with the Designated Safeguarding Lead, Heads of Year, and wider pastoral staff, the postholder will provide proactive and reactive pastoral interventions, build strong relationships with students and families, and contribute to a positive, inclusive year-group culture.

Job Description	
Job Title	Assistant Head of Year (Pastoral)
Salary	Scale points 21 – 24
Responsible to	Designated Safeguarding Lead (DSL)
Contract	Permanent
Pastoral Care, Safeguarding and Inclusion	<p>Promote a strong culture of safeguarding, equality and inclusion in line with statutory guidance</p> <p>Act in the best interested of children at all times and advocate for students and families</p> <p>Ensure the safeguarding and welfare of all students, escalating concerns appropriately</p> <p>Support SEND and pastoral plans and attend multi-agency meetings as required</p> <p>Liaise with external agencies to support children and families</p>
Behaviour, Attendance and Student Support	<p>Support the establishment of robust behaviour for learning and a positive year group culture</p> <p>Monitor behaviour, attendance and wellbeing using academy systems</p> <p>Plan, deliver and evaluate one-to-one and small group interventions</p> <p>Support strategies to improve attendance, particularly for vulnerable students</p> <p>Conduct supportive home visits where appropriate</p> <p>Support visits to alternative provision as required</p>
Working with Families and Staff	<p>Build effective relationships with parents and carers</p> <p>Work closely with Heads of Year and Heads of Department to identify student needs</p> <p>Capture and respond to student voice</p> <p>Support parents' evenings and academy events</p>
Professional Responsibilities	<p>Promote the vision, values and ethos of the academy and Trust</p> <p>Contribute to academy improvement planning</p>

	<p>Maintain high standards of professional conduct, attendance and punctuality</p> <p>Engage in continuous professional development</p> <p>Undertake duties, attendance walks and additional pastoral responsibilities as required</p>
Safeguarding	The postholder is expected to be fully committed to safeguarding and promoting the welfare of children and young people. This includes following safeguarding procedures, maintaining professional boundaries and raising concerns in line with statutory guidance and academy policy.
Data Protection	Comply with Trust and academy policies relating to data protection, confidentiality and information governance.
Health and Safety	Take reasonable care for personal health and safety and that of others, complying with academy health and safety policies.
Flexibility	This job description may be amended to meet changing circumstances. Reasonable additional duties, commensurate with the grading of the role, may be required.

Person Specification

Qualifications and Training

Criteria	Essential	Desirable
A qualification or experience in mentoring, counselling or youth work	✓	
Ongoing professional development	✓	
Knowledge of safeguarding procedures	✓	
Knowledge of how children learn		✓

Experience and Knowledge

Criteria	Essential	Desirable
Experience of safeguarding, behaviour or attendance in an education or child-focused setting	✓	
Understanding of SEND, EAL, Pupil Premium and CLA		✓
Pastoral leadership experience		✓
Competencies		
Able to demonstrate appropriate motivation to work with young people.	✓	
Able to form appropriate relationships with young people	✓	
Emotional resilience in working with challenging behaviours.	✓	
Appropriate attitudes to use of authority and maintaining discipline	✓	

Professional Skills and Personal Qualities

Criteria	Essential	Desirable
Self-motivated and able to use own initiative in working with parents/carers and related agencies within an agreed policy/procedure framework	✓	
Ability to build positive relationships with students, families, colleagues and external agencies		
Strong organisational and communication skills	✓	
Ability to identify and remove barriers to learning	✓	
Calm, resilient and values-driven approach	✓	
Strong commitment to safeguarding and inclusion	✓	
Ability to work as part of a team	✓	

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from Direct.gov.uk

'The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service .

'CVs will not be accepted for any posts based in schools.'