

Assistant Head of Year

Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all colleagues and volunteers to share this commitment. Appointments will be subject to an advanced DBS disclosure.

Red Kite Learning Trust is an equal opportunities employer and welcomes applications from people of all backgrounds. We are committed to building a diverse workforce that reflects the communities we serve and to fostering a positive, inclusive culture that promotes equality, colleague wellbeing and professional development.

Role Summary

Role summary: Assistant Head of Years will have the responsibility for the pastoral support and intervention co-ordination of the identified year group cohort. Alongside the Head of Year, they will be the first line of contact for students and parents/ carers within the defined year group, working closely with the Head of Year, Deputy Headteacher (Students Experience), the Pastoral Leader and other members of student support teams on all aspects of student provision, with an emphasis on monitoring behaviour patterns and encouraging a culture of engagement to learning.

Assistant Head of Years will also have a specific area of specialism or focus that would complement the wider team and offer an opportunity to support students from outside their group. There will also be the expectation that duties, responding to on-call, patrol and supervision of Internal Exclusion will fall under the remit of this role.

Flexible Working: Red Kite Learning Trust recognises the importance of achieving a healthy work-life balance and is committed to supporting flexible working where possible. We welcome conversations about flexible working arrangements throughout the recruitment process. While the requirements of individual roles and service needs will be considered, requests will be reviewed fairly and on an individual basis to support both colleagues and our Trust.

Role Profile

Student Support and Early Intervention

- Work with the Head of Year to identify students who may require additional support to achieve their potential.
- Coordinate early intervention and pastoral support for individual students and groups of students.
- Work with Behaviour Support Workers, Student Wellbeing Officers, colleagues and external agencies to coordinate support for students. This may include support with wellbeing, mental health, behaviour, attendance, personal development and any barriers that may affect a student's learning or school experience.
- Monitor and review student attendance, punctuality, behaviour, wellbeing and progress.
- Help students overcome barriers to learning and engagement.
- Maintain accurate records of support, interventions and outcomes.

Behaviour, Wellbeing and Attendance

- Promote high expectations, positive behaviour, and a culture of respect, inclusion and engagement.
- Apply behaviour and attendance procedures fairly and consistently.
- Recognise and celebrate student achievements and positive contributions, helping to build confidence, raise aspirations and encourage engagement in learning and school life.
- Support students to develop confidence, resilience and leadership skills, encouraging them to participate positively in school life and make a meaningful contribution to their community.
- Signpost students and families to appropriate services, programmes and support networks.
- Provide guidance and support to students experiencing social, emotional, behavioural or mental health challenges.
- Work with students to develop positive attitudes towards learning and improve self-regulation skills.

- Support the delivery of safeguarding and personal development programmes, helping students understand topics such as online safety, healthy relationships, equality, wellbeing and managing risk in an age-appropriate and supportive way.
- Develop opportunities that help prepare students for future education, employment and training pathways.
- Monitor attendance and support attendance improvement strategies.
- Work with students and families to improve attendance, engagement and wellbeing.
- Work effectively with external agencies and professionals to ensure coordinated support for students and families.
- Support students experiencing bullying, friendship difficulties, behavioural concerns or other pastoral issues.
- Assist with investigations relating to behaviour, safeguarding or student welfare concerns.
- Act as a First Aider where trained and required.
- Organise your workload to ensure availability for students during key parts of the school day.

Communication and Partnership Working

- Develop positive and professional relationships with students, families and carers.
- Maintain regular communication with families of students requiring additional support.
- Work collaboratively with colleagues and external professionals to ensure coordinated support for students.
- Arrange and support home learning provision where appropriate.
- Maintain accurate, timely and confidential records.

Wider School Responsibilities

- Coordinate and oversee Internal Exclusion provision, ensuring students are supported to reflect, re-engage and succeed.
- Participate in whole-school detention and duty rotas as required.
- Support educational visits, enrichment activities, charity events and key stage activities.
- Respond to on-call requests and undertake supervision duties, including breaktimes, lunchtimes and other allocated periods.
- Contribute positively to the wider life of the school.
- Promote equality, diversity, inclusion and a culture of belonging.
- Attend relevant meetings, training and professional development activities.
- Work in accordance with school and Trust policies, including safeguarding, health and safety, confidentiality and data protection.

Professional Development and Specialism

- Maintain and develop your professional knowledge and skills through ongoing learning and development.
- Maintain knowledge of support services, programmes and opportunities that can help students overcome barriers and achieve their goals.
- Undertake safeguarding and child protection training as required.
- Lead or contribute to a specific area of pastoral expertise that complements the wider student support team.
- Share knowledge and good practice with colleagues to improve outcomes for students.

General Accountabilities

- Promote the safety, welfare and wellbeing of students, staff and visitors.
- Build and maintain positive, professional relationships with students, families, colleagues and external partners.
- Contribute to a positive, inclusive and supportive school culture.
- Work in accordance with professional standards, the school's code of conduct and all relevant policies.

Duties specific to this school setting

- Not applicable

Trust-wide Responsibilities

- Contribute to the **mission, values and goals** of Red Kite Learning Trust
- Comply with all Trust and school policies and procedures including safeguarding, health and safety, confidentiality and data protection



- Attend and participate in relevant Trust meetings and activities
- Ensure safeguarding procedures are followed and applied effectively at all times

The role holder must demonstrate a flexible approach to the role and may be required to undertake duties not specifically identified in this profile, provided they are consistent with the general scope, grade and responsibilities of the post.

People Profile

Qualifications, Knowledge and Experience

Essential

GCSE English and Maths at Grade 4/C or above, or an equivalent qualification.

Strong digital and ICT skills.

Effective written and verbal communication skills.

Experience of supporting young people to develop confidence, wellbeing and skills, and achieve positive outcomes.

Experience of working within a pastoral, educational, youth work or behaviour support environment.

Experience of building positive relationships with young people and their families.

Experience of working positively with parents, carers and external professionals to support pupil outcomes.

Experience of promoting positive behaviour and helping pupils engage successfully in learning.

Ability to maintain accurate and confidential records.

Knowledge of safeguarding responsibilities and professional boundaries when working with children and young people.

Understanding of behaviour, wellbeing, inclusion and the factors that can impact a young person's engagement and success.

Desirable

A higher-level qualification, such as a degree, relevant professional qualification or equivalent experience.

Coaching, mentoring or counselling skills.

Experience of delivering presentations or training to a range of audiences.

An understanding of current educational developments and inclusive practice.

Personal Attributes

Essential

Works collaboratively with colleagues while using initiative to manage responsibilities independently

Builds positive, respectful and professional relationships with young people, families, colleagues and external professionals

Communicates clearly and positively with pupils, families, colleagues and external professionals

Organises and prioritises work effectively, maintaining accurate and timely records

Responds calmly and professionally in a range of situations



Approaches changing priorities and circumstances positively, adjusting plans and working practices to support students and meet school needs
Supports all students to achieve their potential and experience success
Maintains confidentiality and professional standards
Commits to safeguarding and promoting the welfare of children and young people
Contributes positively to the wider life of the school and supports a culture of continuous improvement
Works effectively under pressure, managing competing priorities and meeting deadlines
Demonstrates a commitment to inclusion, equality of opportunity and achieving the best outcomes for all pupils
Takes responsibility for their own professional development and is keen to develop new skills and knowledge
Reflects on their practice and is committed to continually improving their effectiveness and impact
Commitment to Safeguarding and Promoting the Welfare of Children and Young People
Essential
An appropriate motivation to work with children and young people
Ability to maintain appropriate relationships and personal boundaries with children and young people
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline

