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Please return one signed copy to Judith Woods, HR Manager, and retain the other copy for your records

Signed

Name
(in capitals)

Date

Post Title: Assistant Head of Year

Grade: Bucks Pay Range 4 pro rata
Actual salary from Point 21 £26,981pa - Point 25 £28,965pa;
Full-time equivalent from £31,424 pa - £33,735 pa

Hours: 37 hours per week over 5 days (8.30am to 4.30pm including a 30-minute unpaid break), 39 weeks per year (38 weeks term-time plus 5 Inset training days)

Responsible to: Assistant Headteacher – Behaviour and Attitudes

Job Purpose: Supporting Heads of Year with pastoral responsibilities, and supporting students and parents where behaviour and attendance needs to be refocused.

Support the teaching staff in the school by supervising lessons where teachers are absent, which will include managing the classroom environment and supervising the students carrying out the work provided. Cover staff will not be expected to teach subjects.

To work as a member of the school's Pastoral Team in accordance with the following:

DUTIES AND RESPONSIBILITIES

A) Support for Heads of Year and Form Tutors

- Support the Head of Year in establishing a highly effective team of tutors to support students' learning.
- With the Head of Year, create a positive culture of praise and recognition of achievement.
- Arrange and promote activities with the Year Group including charitable and fundraising activities.

The Cottesloe School

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Headteacher Mr S Jones, MA

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- Contribute to an excellent programme of tutor time activities, so that a clear five-day programme and annual programme is in place for Form Tutors.
- Support the tutor team to ensure that tutors fulfil their role in supporting excellent student achievement, attendance and behaviour.
- Ensure that safeguarding and child protection is the top priority in all decisions and actions.
- Promote and maintain high standards of behaviour within the Year Group so that learning is undisturbed, effective and leads to excellent progress being made.
- Work with the Head of Year and Attendance Officer to review and improve attendance and punctuality.

B) Student progress, guidance and care

- Support the Head of Year in monitoring the progress of individual students.
- Use data and other assessment information to review the performance and expectations of students, maintaining a productive dialogue with the students about their progress.
- Support the Head of Year in planning intervention strategies with appropriate liaison with internal colleagues and external agencies.
- Working with the Assistant Headteacher – School Improvement to promote high levels of academic achievement, monitor the progress of students, celebrate their successes and work with relevant stakeholders and agencies to overcome barriers to learning.
- Work collaboratively with the Head of Year and wider Pastoral Team to safeguard students' wellbeing.
- Monitor attendance and punctuality, school uniform and equipment.
- Attend regular meetings with the Attendance Officer regarding attendance, to analyse attendance trends and implement targeted intervention plans.
- Keep reports of student behaviour and manage individual student behaviour plans.
- Make contact with parents/carers regularly to discuss student progress and issues including behaviour and attendance.
- Develop close partnerships with parents to ensure that the home/school partnership is strong and supports excellent student achievement, attendance and behaviour.
- Support the weekly assembly programme by setting high expectations of behaviour and routine, supporting visiting speakers, encouraging tutor group presentations and promoting Cottesloe values
- Have a high presence around the school at social time to support managing behaviour.
- Carry out duties, support the management of the internal suspension room (ISR) and on-call as per the rota.

C) Support teaching staff by providing cover for lessons:

- Work in a classroom, covering for absent teachers with students working from materials provided by the absent teacher or their Head of Department up to 50% of time.
- Provide cover for practical PE lessons and engage with appropriate CPD to support this.
- Oversee the work of the students and respond to their needs.
- Maintain the standards of behaviour expected from students.

D) Additional responsibilities:

- Be involved with the transition process.
- Represent the school at Open Events.
- Help to organise parent information events
- Attending any courses required to fulfil responsibilities.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to the appropriate person in line with school policies and procedures.

- Contribute to the ethos, work and aims of the school.
- Undertake such other duties/responsibilities as may from time to time be reasonably required.

Schools benefit from a flexible approach to working arrangements - because of this, the tasks and responsibilities listed here are not definitive. The Headteacher may require particular additional duties to be undertaken to suit the school's requirements.

PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the types of person and the characteristics required to carry out the post. Please make sure when completing your application form that you give clear examples of how you meet the essential and desirable criteria.

1 = Application form 2 = Interview 3 = Test and/or Reference 4 = Proof of qualification

	Essential	Desirable	How Measured
TRAINING/ QUALIFICATIONS:			
Good standard of education, including grade A* - C at GCSE or equivalent in English and Maths, and up to A level or equivalent.	☐		1, 4
Use of Bromcom and Go4Schools databases		☐	1
High standard of written and spoken English	☐		1, 2
Computer literate	☐		1, 2, 3
SKILLS AND COMPETENCIES:			
Confident working in a classroom setting	☐		1, 2, 3
Ability to recognise the need for and maintain a high degree of confidentiality	☐		1, 2, 3
Ability to work as part of a team	☐		1, 2, 3
Ability to organise and prioritise work effectively	☐		1, 2, 3
Ability to work to deadlines	☐		1, 2, 3
Ability to communicate with a variety of people in a friendly and professional manner	☐		1, 2, 3
Attention to detail	☐		1, 2, 3
EXPERIENCE:			
Working with secondary school age young people	☐		1, 2, 3
Working in an administrative role in a busy office		☐	1, 2, 3

- The Governing Board of The Cottesloe School is committed to safeguarding and promoting the welfare of the students. All employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children at all times whilst undertaking school activities and in their personal lives.
- The postholder will be required to undergo criminal, teacher status, qualification,

medical and reference checks as part of the safer recruitment process and must be willing to participate in further training as the job requires. Disclosure of a conviction or caution will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a 'regulated position' under the Criminal Justice & Courts Services Act 2000.

- The school's policy is to renew DBS checks for all staff, volunteers and governors every five years. Staff have a duty to inform the Headteacher of any change in their DBS status and to make the Headteacher aware of any incidents that may impact on their ability to work with children and young people.
- The postholder will ensure that school policies are reflected in all aspects of their work, in particular those relating to safeguarding children, equal opportunities, health and safety, data protection, code of conduct and professional behaviour.
- All staff are expected to take responsibility for safeguarding and promoting the welfare of students at the School.
- We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable a suitably qualified applicant with a disability (as defined under the Act) to meet the requirements of the post.
- This job description and person specification sets out the duties of the post at the time it was drawn up. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.