



## Cams Hill School Job Summary and Person Specification

**Job Title:** Assistant Head of Year  
**Grade:** Grade D  
**Accountable to:** Head of Year

### Job Purpose

Working as a member of the school's pastoral team, alongside the Head of Year, teaching and support staff, parents/carers and pupils. Ensuring every pupil achieves their potential through the provision of targeted support and intervention.

Assisting the Head of Year and wider pastoral team to identify vulnerable pupils. To reduce unproductive behaviours and increase pupil engagement by seeking actions and support interventions to make school as positive for each individual pupil as possible.

This is a front facing role and integral to fostering positive relationships with parents/carers and incoming pupils.

### Specific Responsibilities

Due to the face-paced ever-changing nature of this role the main responsibilities are listed but the role is not limited to:

- Taking a lead in managing pupil behaviour and providing any necessary provision to ensure pupils are supported and parents/carers are informed.
- Acting daily on attendance concerns by contacting families whose attendance is below 92%.
- Monitoring classcharts for behaviour trends - detentions, reflections, referrals and intervene as appropriate.
- Celebrating pupil's positive attitude and organising suitable rewards.
- Take a lead on upholding standards during morning line up.
- Producing and reviewing daily data and acting on trends.
- Following up on general attendance and working with parents to improve it.
- Working closely with parents arranging meetings, completing referrals and associated paperwork.
- Making a significant contribution for the school on issues of behaviour and attendance, promoting a whole school approach developing and implementing policies and procedures to overcome obstacles to learning and improve participation in learning and school life.
- Providing a safe and friendly environment where pupils are able to come and discuss concerns and where emotional and educational needs can be met.
- Working with vulnerable pupils and families to ensure barriers to learning are minimised.



- Liaising with teaching and support staff to provide particular support for targeted pupils to raise achievement and attendance and help them to overcome any barriers to learning.
- Work closely with Teachers, HOY's, SENDCo and Nexus to support them in providing the highest standards of pastoral care and to monitor success of interventions.
- Identify the needs and assess pupils requiring extra support to develop individual action plans for identified pupils and work with vulnerable groups.
- Develop and maintain partnerships with external agencies/organisations to set up resources/initiatives to help address barriers to learning. Meet with external agencies and make referrals for pupils as appropriate.
- Supporting the positive reputation of the school and the community, such as liaising with local residents and ensuring our pupils are ambassadors for the school.
- Working with pupils and staff to prepare relevant documents and statements relating to specific incidents that can be presented to other members of the school, in a clear and concise fashion.
- Keeping an accurate record of all incidents, including the actions taken to address the issue(s).
- Supporting additional study activities or school sanctions such as the centralised detention system
- Establishing and maintaining a high profile across the school.

## General

- Be aware of and comply with policies and procedures relating to child protection, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to and promote the overall ethos/work/aims of the school.
- Ensure that all information of a confidential nature gained in the course of duty is not divulged.
- Ensure the security of the school and those within it is maintained at all times.
- Adhere to all Cams Hill School policies and procedures within the defined timescales.
- Understand and support the implementation of Cams Hill School's Health & Safety Policy and Emergency and Fire procedures, promoting safe working practice in the school.
- Undertake training and other learning activities and attend relevant meetings as required to ensure your own continuing professional learning.

## Person Specification

| Essential Qualifications                          |   |
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| <b>Essential Knowledge, Skills and Experience</b> | <ul style="list-style-type: none"><li>• Prior experience of working with young people.</li><li>• Ability to plan your own workload.</li><li>• Flexibility re: hours.</li><li>• Physical and emotional resilience and reliability under pressure.</li><li>• Ability to use own initiative to improve areas of practice.</li><li>• Previous experience of building working relationships with pupils and parents.</li></ul> |



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|  | <ul style="list-style-type: none"><li>• Awareness of the importance of confidentiality.</li><li>• Excellent interpersonal, communication and organisational skills.</li><li>• Ability to convey information clearly and accurately.</li><li>• Ability to produce accurate and up-to-date records and reports as required.</li><li>• Ability to work effectively as part of a team.</li><li>• Ability to work in a discreet and sensitive manner.</li><li>• Willingness to participate in further training and developmental opportunities offered by the school to further knowledge.</li></ul> |
| <b>Desirable Knowledge, Skills or experience</b> | <ul style="list-style-type: none"><li>• A successful and proven track record in a role which supports pupils and parents.</li><li>• Previous experience of working with multi-agencies.</li><li>• Professional qualification appropriate to the level of responsibility and accountability with the role.</li></ul>   |

## Additional Information

The Gateway Trust is committed to safeguarding young people and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

This post is subject to an Enhanced Criminal Records check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance will need to be sought.

This document is a guide to the current role and person requirements of this post. Reasonable changes may be made to the specific requirements of the job from time to time following consultation with the post.