



## JOB DESCRIPTION

NAME:

POST: Assistant to Head of Year

GRADE: 4 (SCP 6–9)

### Relationships

The post holder is accountable to the Head of Year in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

### Purpose

To provide support, encouragement and remove barriers to learning for pupils within their remit, as directed by the Head of Year, VP's & AVP's.

To work with a range of stakeholders, parents, support staff, outreach agencies and other schools to ensure the continuity and progress of individual pupils, to ensure barriers to learning are addressed, as directed by the Head of Year, VP's & AVP's.

### Main duties & responsibilities

- To hold high regard and expectations for all pupils at all times.
- To work with the Head of year, Attendance and the Inclusion Team, including the Family Liaison Officer to support pupils' emotional wellbeing and mental health and attendance.
- To respond to conflicts and situations as they arise. Defuse situations and develop strategies for those involved in conflict.
- To be available during lunch and break times to deal with immediate situations as they arise.
- To identify personal issues that are affecting pupils' performance at school and share this information with relevant staff in order to help the pupil learn effectively.
- To develop ideas for activities and groups that will support pupil engagement and positive attitudes towards learning.
- To work closely with all staff to create and implement inclusion support plans and monitor their success.
- To keep administrative records of all work with pupils, families and external agencies.
- To identify and adopt best practice across the academy in all areas of pastoral care.
- To articulate and support the academy rules and dress codes with all pupils and their parents/carers.

### Support the pupil(s)

- To develop good, productive working relationships with pupils which encourage independence and responsibility for their own behaviour.
- To develop solutions for individual pupil issues and support the development of progress strategies.



- To provide comfort and immediate care and support following any incidents/upsets.
- To observe behaviour patterns in pupils and report concerns to relevant persons.
- To encourage and reinforce positive behaviour and interactions between pupils.
- To support individuals and groups in complying with behaviour targets staff have set.
- To monitor behaviours attentively in order to defuse possible conflict situations.
- To seek assistance in conflict situations which are outside of your role and authority to resolve.
- To manage own behaviour in response to pupil actions and provide a good role model for pupils.

### Support the Head of Year

- To promote effective communication between home and school by being available for parents/carers on both a drop-in and appointment basis.
- Make daily attendance calls to help raise attendance for the year group
- To communicate effectively with all agencies and arranging and recording meetings.
- To support with admin tasks such as collecting statements, issuing report cards, etc.
- To create and review individual inclusion plans with families.
- To refer pupils to other agencies as necessary.
- To support children with barriers to learning.
- To promote engagement by working with families/carers and pupils.
- To work with families/carers to improve school attendance.
- To meet regularly with the Head of Year team to ensure progress is being made by all groups of pupils.
- To ensure deadlines are met.

### Support the curriculum

- To ensure pupils are in the right frame of mind to access and engage in lessons.
- To offer constructive and timely suggestions about possible difficulties for some pupils.
- To give regular oral and written feedback to teachers as required.
- To provide relevant information for records and reports.
- To agree with the teacher when support is needed by pupils in lessons.

### General

- To promote and support aE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and academy policies.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to our Trust Estates Director immediately.



- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

### Additional information

Throughout our Trust, it is our practice to vary the specific responsibilities in line with the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this job description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of our Trust.