

**Post:** **Assistant Head of Year**

**Salary:** Grade F Points 15-20 (£30,024-£32,597) FTE  
37 hours per week, Term Time Only  
Actual Salary £24,817 - £26,943  
1 year fixed term contract

**Responsible to:** Assistant Principal

### **Purpose:**

To support the Head of Year in the effective pastoral care, behaviour management, and administrative organisation of students within assigned year groups. The Assistant Head of Year will be responsible for the day-to-day operational delivery of pastoral support, ensuring consistent communication, accurate record-keeping, and strong relationships with students, families, and staff.

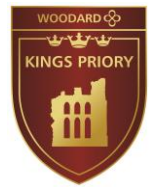
Key areas of responsibility for the Head of Year and Assistant Head of Year are summarised below-

- Head of Year (Teacher): Strategic leadership, overall accountability, decision-making
- Assistant Head of Year (Support Staff): Operational delivery, communication, administration, day-to-day student management

### **Main duties / Responsibilities:**

#### **Operational Pastoral Support**

- In liaison with colleagues e.g. Head of Year, SEND team contribute to the strategies to support students within the year groups supporting.
- Support with integration and reintegration of students within designated year groups.
- Implement and manage the day-to-day pastoral activity for the designated year groups.
- Respond to immediate student issues, including behaviour, attendance, punctuality, and wellbeing concerns. Working with colleagues to ensure students are supported effectively.
- Support the consistent application of school behaviour policies, including sanctions and rewards.
- Monitor and follow up on pastoral incidents, ensuring timely resolution and escalation where needed.
- Supervise students during key times (e.g. start of day, breaks, transitions when required).



## **Communication & Liaison**

- Establish effective home/school links and act as a key point of contact regarding routine pastoral matters.
- Communicate effectively with families via phone, email, and meetings as appropriate. Maintain effective communication to keep them informed of ongoing issues and support.
- Liaise with teaching staff, safeguarding teams, SEND staff, and external agencies to support student needs.
- Ensure that communication is timely, professional, and accurately recorded.

## **Attendance management**

- Tracking, triaging and recommending interventions to support improved attendance to the Assistant Principal.
- Liaising with key stakeholders e.g. pastoral support worker, Head of Year, Senior Leadership team to recommend implement interventions to support improved attendance.

## **Data & Record Management**

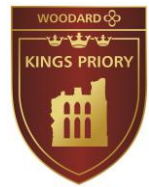
- Maintain accurate and up-to-date records of behaviour, attendance, and pastoral interventions including the impact made.
- Use school systems (e.g. Class Charts, Arbor) to log, track, and analyse student data.
- Produce reports and summaries for the Head of Year to inform decision-making.
- Monitor key groups of students and flag concerns promptly.
- Ensure that the work area meets GDPR standards in relation to data

## **Student Support**

- Build positive and professional relationships with students to support engagement and wellbeing.
- Provide first-line pastoral support and guidance to students.
- Identify emerging concerns and refer appropriately to the Head of Year or safeguarding team.
- Support the reintegration of students following absence, suspension, or other interventions.

## **Administrative Support**

- Organise and coordinate year group activities, meetings, and interventions.
- Support preparation for parental meetings, progress checks, and other events.
- Carry out administrative tasks that underpin the effective running of the year group.
- Ensure all documentation is compliant with school policies and procedures.



## **Safeguarding**

- Be a responsive and pro-active member of the school safeguarding team, working closely to recommend and undertake operational tasks to support the team, liaising with internal and external stakeholders
- Support the school's safeguarding procedures by reporting concerns promptly.
- Maintain vigilance and contribute to a safe and supportive school environment.
- Keep accurate safeguarding records in line with school protocols.

## **Wider School Duties across the whole of KS4**

- Complete C Card training and lead sexual health provision across the whole of KS4 key stage.
- KS3 Supervision - Manage pupils and the provision in Y7/8 between end of day and clubs starting.

Support for EBSNA (*Emotionally Based School Non-Attendance*):

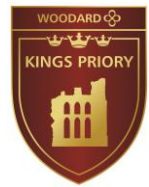
- Act as Home/School liaison regarding EBSNA pupils.
- Maintain and be responsible for the EBSNA provision including Section 19 referrals and small steps planning for pupils in secondary year groups.
- Monitor and track all pupils on part time timetables across secondary years

## **Working with the Head of Year**

- Support the Head of Year in delivering the pastoral vision and priorities.
- Implement strategies and actions agreed by the Head of Year.
- Provide regular updates and feedback on operational issues.
- Contribute to planning but focus primarily on delivery and implementation.

## **All staff of Kings Priory School should:**

1. Contribute to the whole professional life of the School which has successful teaching and learning as its core purpose supported by all staff contributing to Woodard's commitment to each student gaining meaningful enriching experiences.
2. Understand the concept of *in loco parentis* and be concerned for the development and well-being of each student as a whole person through pastoral and spiritual leadership.
3. Promote and support the distinctive Christian character of the School as demonstrated through its ethos, service to the community, promotion of spiritual and moral values and its commitment to community cohesion.



This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's professional responsibilities.