

### Job Description

<b>Job Title:</b>	Assistant Head of Year Non-teaching
<b>Responsible to:</b>	Senior Head of Year
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>To take responsibility for the pastoral and academic welfare of pupils in a particular year group.</li> <li>To raise standards of student attainment and achievement within the year group and to monitor and support student progress.</li> <li>To be accountable for student progress and development within the year group.</li> <li>To develop and enhance the practice of others.</li> <li>To remove barriers to learning and have an impact on students' life chances.</li> </ul>
<b>Salary:</b>	SO1 SCP 23 to 25 <b>£29,580 to £31,237 actual</b> (£34,434 to £36,363 FTE)
<b>Hours:</b>	37 hours per week, term time plus 5 inset days

### Main Duties & Responsibilities

#### Strategic Planning & Development

- To lead the behaviour management system within the year group so that effective learning can take place.
- To ensure that student progress and performance is monitored. Where underachievement is identified, take responsibility for ensuring appropriate action is taken.
- To ensure that student attendance and punctuality is monitored. Where a concern is identified, take responsibility for ensuring appropriate action is taken.
- Leading the team of year group form tutors, chairing their meetings and providing agendas and summaries to the SLT.
- Promoting the position of the form tutor as the person to whom the form should relate.
- Establishing and maintaining school/year group ethos and cohesion through assemblies, competitions and rewards.
- Liaising with staff on the progress of individual students, contacting and meeting with parents as appropriate.
- Taking responsibility for those events, activities, and meetings that are specific to the year group.
- To liaise with Deputy Head / Key Stage Leaders and appropriate agencies in response to student needs.

#### Leadership & Raising Standards

- To be responsible for the efficient and effective deployment of academic mentors and support staff.
- To undertake Performance Management Review(s).
- To work with wider pastoral team to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To contribute to the creation and implementation of the school's self-evaluation and the school development plan.
- To monitor and evaluate the Year group in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To deputise for the designated safeguard lead as appropriate
- To lead on welfare within the school

#### Maintain Data

- To ensure the maintenance of accurate and up-to-date information concerning students on the management information system.

- To make use of data to analyse student performance to inform practice.
- To identify and take appropriate action on issues identified through data analysis and review the effectiveness of the action taken.
- To provide the Governing Body with relevant information relating to pupils.

### **Communication**

- To ensure that all members of the year group team are familiar with its aims and objectives.
- To ensure staff are kept informed of actions that have been taken concerning students.
- To ensure effective communication with parents.
- To liaise with external agencies as appropriate.

### **General Responsibilities**

- To cover form period or lessons when staff are absent.
- Carry out individual and small group mentoring sessions on a variety of themes according to need.
- Carry out corridor sweep duties
- Carry out inclusion centre duties
- Participate and contribute to transition, open evenings and other events across the school.

### **Other**

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support at all times the Catholic ethos of the school/Multi Academy Company by promoting the agreed vision and aims and setting an example of person integrity and professionalism.
- To adhere to the schools' policies.
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably be required from time to time subject to the provision of reasonable notice.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.*

*This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate within the grade and job title.*