

ROLE PROFILE

#RKLTPeople

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



www.rklt.co.uk/careers



*Red Kite Learning Trust is committed to supporting work–life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

Job Title:	Assistant Head of Year	School:	Crawshaw Academy
Salary Grade:	S01	Working Hours:	37 hours per week Monday - Friday
Contract Type:	Permanent	Location:	Leeds

Responsible to: Deputy Headteacher (Student Experience)/ Head of Year

Role summary: Assistant Head of Years will have the responsibility for the pastoral support and intervention co-ordination of the identified year group cohort. Alongside the Head of Year, they will be the first line of contact for students and parents/ carers within the defined year group, working closely with the Head of Year, Deputy Headteacher (Students Experience), the Pastoral Leader and other members of student support teams on all aspects of student provision, with an emphasis on monitoring behaviour patterns and encouraging a culture of engagement to learning.

Assistant Head of Years will also have a specific area of specialism or focus that would complement the wider team and offer an opportunity to support students from outside their group.

There will also be the expectation that duties, responding to on-call, patrol and supervision of Internal Exclusion will fall under the remit of this role.

Special conditions of service:

No smoking policy, including e-cigarettes/vaping.

Role specific responsibilities:

Managing Referrals

- Work closely with the Head of Year in identifying students and groups of students, including those that are disadvantaged, who are at risk of underachieving
- Liaise with appropriate staff, including the Behaviour Support Workers and Student Wellbeing Officers linked with the year group, and other agencies to effectively support students' pastoral needs, including social, emotional and mental health needs; behavioural difficulties; improvements to attendance; personal development and welfare needs
- Support student tracking regarding current progress, behaviour, attendance and punctuality



Behaviour, Student Welfare and Attendance

- Establish and maintain an ethos of high standards from all students in the year groups you support.
- Ensure accuracy and consistency in the application of the Behaviour Policy.
- Ensure student rewards are celebrated consistently to raise aspirations for all including those students who are disadvantaged.
- Ensure all students have opportunities to develop their leadership skills, community involvement, charitable work for others and appreciation of fundamental British Values
- Have a secure knowledge of a range of courses, activities, organisations and individuals who can be drawn upon to support all students including those who are disadvantaged.
- Support individual students to manage their behaviours and attitudes to learning through appropriate support and guidance – for example: anger management; self-esteem and mental health support.
- Monitor and coach those students experiencing emotional issues affecting their wellbeing and learning.
- Maintain strong working relationships and communications with a range of agencies – for example: Social Services; the Police and the Cluster Team.
- Support students in their continual learning and education of themes linked with 'risky behaviour' – for example: smoking; alcohol; drugs; sexual health and CSE
- To promote a better understanding, from students, of a series of safeguarding issues typically experienced by young people, including: radicalisation; FGM; extremism; abuse; domestic violence; racism; bullying; neglect; sexting and online safety.
- Set up activities to improve students' life chances through the development of transferable employability and social skills, aimed at supporting their next stages in education or training
- In liaison with the relevant Head of Year:
 - Monitor attendance and provide information for Form Tutors.
 - Work directly with students and families to ensure good attendance by planning appropriate intervention strategies.
 - Liaise with parents and other external agencies as needed, including at times in the home as appropriate.
 - Work with individual or small groups of students to support behaviour management, bullying and other concerns.
 - Support the initial investigations into behavioural and other matters by seeing students, taking statements, contacting the police and other agencies as appropriate.
 - Act as First Aider where possible.
 - Plan breaks at appropriate times to ensure availability to students at key times such as break time/lunchtime.

Communications

- Maintain regular contact with families/carers of students in need of extra support, to keep them informed of the child's needs and progress, and to secure positive family support and involvement.
- Set up home learning support where necessary.
- Keep accurate and timely records.

Other Responsibilities

- Ensure the smooth running of Alternative Provision with other Leaders (i.e. AP Leader, Heads of Year), and Behaviour Support Workers
- Ensure the smooth running of whole school detentions, taking a share of the detention/duty rota as required.
- Support or organise Key Stage events, visits, extra-curricular charity fundraising, enrichment etc as appropriate.



- Support Patrols / On Calls, duty patrols, including break, lunchtimes and before and after school as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Positively contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- To support, uphold and contribute to the development of the School's Equality policies and practices in respect of both employment issues and the delivery of services to the community.

General Accountabilities

- Be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times.
- Establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school.
- Be aware of and comply with the code of conduct, regulations and policies of the school.
- Develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development **Expectations and CPD**
- To provide an additional specific area of specialism or focus to complement the wider team
- To undertake Designated Child Protection training

For colleagues appointed to our school at Upper Pay Spine level, then responsibilities and expectations will complement this career and pay stage.

All colleagues, regardless of career stage, will make a positive contribution to the wider life and community of our school, for example through sport, music, hobbies etc.

RK People responsibilities:

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile but which is in line with the general scope, grade and responsibilities of the role.



Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



Our Trust Values



Collaboration

We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



Integrity

We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



Respect

We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals



We champion learning

Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



We promote wellbeing

Ensuring the wellbeing of every child and member of staff in our Trust.



We invest in our people

Supporting every member of staff throughout their career to be the best that they can be.



We innovate with technology

Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



We are our Trust

Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own	*	
An ability to develop positive relationships with a wide range of young people	*	
Able to communicate effectively with staff, students and parents/carers.	*	
Able to keep accurate and up to date records	*	
Effective written and oral communication and organisation	*	
Ability to work under pressure and meet deadlines	*	
Commitment to raising levels of achievement for all students	*	
Committed to own continuing professional development	*	
Commitment to equality of opportunity	*	
Commitment to the safeguarding of our students	*	
Able to be flexible in working patterns and adapt accordingly and appropriately to the dynamic nature of working with young people.	*	
Willingness to proactively take part in training. Take responsibility for and be keen to improve upon own professional development	*	



Ability to contribute to wider school life	*	
Qualifications, Knowledge and Experience	Essential	Desirable
GCSE Level of education or above	*	
High level of ICT skills	*	
Degree level of education		*
Good written and spoken interpersonal skills	*	
Negotiating skills	*	
Experience of working with young people and developing them	*	
Experience of working with students within an agreed behaviour management policy	*	
Experience of providing pastoral support to young people that has an impact on improving outcomes	*	
Effective presentation skills suitable for a range of audiences		*
Counselling or coaching skills		*
Understanding current educational issues and initiatives		*
Safeguarding and Promoting the Welfare of Pupils	Essential	Desirable
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

