

Job Title	Assistant Head of Year (Non-Teaching)
Grade/Salary	Local Government Pay Scale 5, Points 9 to 12. Actual salary £21,837 pa to £22,914 pa
Hours	33.75 hours per week. Monday to Friday - 8.15am to 3.30pm Term Time plus two weeks (40 Weeks)
Date Required	As soon as reasonably possible
Interview Date	As soon as suitable applications are received
Reporting To	Year Link Assistant Headteacher

Details

We are seeking a passionate and dedicated individual to join our team as an Assistant Head of Year (Non-Teaching). This role is integral to the pastoral care and overall well-being of our students. The Assistant Head of Year will work closely with the Head of Year and other staff members to support students in their personal and academic development.

The ideal candidate will have a genuine interest in working with young people and a strong commitment to promoting their welfare and success.

Key Responsibilities:

- To collate and distribute student performance data
- To follow up instances of student absence and liaise with parent/carers, inclusion team, attendance team, tutors and other staff on attendance or performance issues. Generate letters of concern as identified by Head of Years.
- Cover Isolation and Behaviour Unit.
- Arrange Student Support for open days/consultative meetings and other key school events e.g. Options Evenings, Year 6 Welcome Evenings and Sixth Form Open Evenings etc as appropriate.
- Student support
 - mentor identified students
 - assist in conflict resolution
 - resolve uniform issues
- To generate reports, collate and check.
- Work with pupils to foster their personal and social development and to help them manage relationships
- Promote the highest standards of pupil behaviour; support colleagues with behaviour management; to be proactive in identifying behavioural problems and in leading strategies for individual improvement.
- Promote the highest standards of pupil attendance and punctuality, liaising with the school attendance team.
- Be proactive in establishing and maintaining links with parents/carers.
- Promote and exercise best practice in Child Protection, liaising regularly with the school Safeguarding team.
- Foster a multi-agency approach and liaise with school staff and external agencies as required to support the needs of the pupils

Headteacher: Sarah Cox, BA (Hons)

Croft Road, Benfleet, Essex, SS7 5RN Tel: 01268 794215

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- Be active in supporting the supervision of the school site and the maintenance of a safe environment. These include before, during and after school duties as delegated by the Deputy Headteacher.
- Celebrate achievement and success, both informally and formally.
- To record progress of students on report to the Head of Year.
- Any additional responsibilities that are linked to the role as judged by the Headteacher.

Support for Learning and Teaching:

- Work with, guide and challenge identified pupils.
- Work with pupils on an individual and group basis to contribute to more effective learning through improved behaviour, attendance and social skills. This may also take place in curriculum time where appropriate.
- Assist in the recording of behaviour incidents using the school system.
- Under the direction of the Head of Year and Link Assistant Headteacher, audit existing support provided for targeted pupils/groups and communicates with appropriate agencies and services to facilitate the sharing of information between all agencies concerned and implantation of further support where appropriate.
- Participate in training in order to keep up to date with possible sources of support and strategies for working with pupils.
- Comply and assist with policies and procedures relating to child protection, reporting concerns to an appropriate person.
- To work with identified pupils as an alternative to exclusion and/or to prevent exclusion.
- Communicate with parents to facilitate effective support programmes for the pupil.

Support for the School:

- Be aware and comply with policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection. Reporting all concerns to the appropriate person.
 - Attend and participate in meetings as required before and after the school day.
 - Participate in training, other learning activities and performance development as required.
 - Recognise own strengths and areas of expertise and use these to advise and support others.
 - Any other duties commensurate with the duties/ responsibilities/grade of the post.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

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SCHOOL





Category	Essential	Desirable
Application	<ul style="list-style-type: none">• A fully completed application form• Two suitable references (any School references must be from a Headteacher)	<ul style="list-style-type: none">• Previous experience in a similar role within a school or educational institution.
Qualifications	<ul style="list-style-type: none">• Grade C / Grade 4/5 GCSE English and Maths	<ul style="list-style-type: none">• Additional certifications or training in areas such as youth counselling, mental health first aid, or restorative practices.• Knowledge of relevant educational frameworks and legislation pertaining to pastoral care and student welfare.
Experience	<ul style="list-style-type: none">• Experience of working with children across at Key Stages 3 and 4.• Experience in implementing and delivering pastoral care programs or initiatives aimed at promoting student well-being and success.	<ul style="list-style-type: none">• Experience of working with children across at Key Stage 5.• Experience of working in a pastoral care role within a school environment.• Experience in collaborating with external agencies and stakeholders to support students with additional needs, such as counselling services or community organizations.
Professional Development	<ul style="list-style-type: none">• Willing to undertake continued professional development• Willingness to learn new skills	<ul style="list-style-type: none">• Evidence of training or further learning in related field
Skills	<ul style="list-style-type: none">• Ability to use language and other communication skills that parents/carers, students and staff members can understand and relate to.• Able to work closely with other adults, offering them practical advice and strategies that assist them to overcome problems relating to the teaching of and support to students.• Skilled at making and sustaining positive relationships with children.	<ul style="list-style-type: none">• Strategic and creative thinker with the skills, abilities and passion to enable young people to flourish.• Confidence in sharing ideas and initiatives• Proficient in Microsoft Office suite and other relevant software applications for administrative tasks.• Familiarity with student information systems and data management tools for tracking student progress and well-being.
Personal Attributes	<ul style="list-style-type: none">• Ability to demonstrate enthusiasm and sensitivity whilst working with others• Positive and enthusiastic approach towards work.• Kindness and empathy towards students and colleagues.• Ability to work as part of a team and on own initiative.• Flexible and adaptable to change.• Resilience in challenging circumstances.	<ul style="list-style-type: none">• A passion for education