



## **JOB DESCRIPTION**

### **Role**

**Associate Assistant Head of Year**

### **Grade**

TBC

### **Purpose**

To support the development of aspiring pastoral leaders by enabling them to learn the day-to-day role and responsibilities of a Head of Year, gain structured experience in pastoral leadership, behaviour, attendance, safeguarding, inclusion and year group operations, and access half-termly training that prepares them for future substantive Head of Year opportunities.

### **Staff Responsibilities**

Line management responsibility for the Pastoral Support Team, in communication with the Assistant Headteacher SEND and the Assistant Headteacher Behaviour

### **Deployment**

Cross-Trust deployment expectations apply across Trust Schools. The postholder will link to a specific year group to support and learn, to be discussed during interview.

### **Financial Accountability**

No budgetary responsibility.

### **Key accountabilities**

Support teaching and learning by working with the Head of Year, pastoral colleagues and wider school teams to remove barriers to learning, support attendance, behaviour and engagement, and help students access the curriculum; develop practical experience in pastoral leadership, behaviour culture and year group management; support the operational management of the Pastoral Support Team, the school floor and the re-focus room to ensure structure, progress and impact for students receiving support; monitor, record and analyse attendance, punctuality, completed work, interventions and impact; support safeguarding practice, record keeping,



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external agency liaison and statutory processes under the guidance of senior staff; mentor targeted students, support in-school interventions and contribute to formal support plans; work with parents, carers, colleagues, senior leaders and external agencies to improve outcomes for students; uphold Trust expectations, school policy, safeguarding, equality, health and safety, confidentiality and professional conduct.

### **Relationships**

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all. The postholder will also work with external agencies as required.

### **Supporting Maiden Erlegh Trust**

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

### **Main duties and accountabilities**

#### ***Teaching and Learning***

- Support the Head of Year in enabling students to access learning by identifying barriers to engagement, attendance, behaviour and progress.
- Provide support for allocated students with their schoolwork, either directly, including making up missed work, organising their studies and preparing them for examinations and assessments, or indirectly through liaison with Heads of Year and Assistant Headteachers.
- Oversee the re-focus room and related processes so that students are supported to return to class as quickly as possible, where appropriate.
- Lead on the development of resources for the Pastoral Support Team and the re-focus room, in line with current advice and guidance.
- Support the Head of Year with In Year Admissions and Year 7 transition.



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- Support students through mentoring, targeted intervention and practical pastoral support so that they are better able to engage positively in school life
- To strengthen access to learning and student outcomes.

### ***Assessment***

- Log, monitor and keep accurate records of students' attendance and completed work.
- Support the Head of Year in monitoring attendance to school and punctuality within school, including working towards approaches that encourage parents and carers to be more involved and committed to attendance.
- Coordinate the logging of intervention and impact in Provision Map for the Pastoral Support Team.
- Support and take charge of several support plans within the allocated year group, including monitoring progress, speaking with parents and carers, and showing progress through data and target setting.
- Plan in-school interventions and evaluate the impact of in-house interventions, including learning mentor support, Berks Youth, school counselling and organisation groups, reporting outcomes to the Senior Leadership Team.
- Produce half-termly analysis of the work and impact of the Pastoral Support Team, to be presented to the Senior Leadership Team.
- Use available data proactively to identify students at risk of exclusion and support early intervention through mentoring.
- Apply data analysis to inform next-step actions for students and year group support.

### ***Behaviour Management and Student Wellbeing***

- Gain experience in behaviour culture and management, supporting the allocated Head of Year to ensure the smooth running of the year group.
- Support positive behaviour management within the school, including oversight of the re-focus room and related processes.
- Support the pastoral and Senior Leadership Team in upholding school policy and supporting colleagues where required.
- Support with duties, On Patrol, On Call and any other behaviour interventions implemented, as required.



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- Help manage reactive behaviour arrangements in line with school policy.
- Use behaviour management strategies appropriately and in context.
- Support colleagues to feel confident with positive behaviour management, including through meetings and restorative conversations.
- Set a high standard of work ethic and act as an excellent role model to colleagues in relation to positive behaviour management and therapeutic approaches, while ensuring school policy is followed.
- Lead on staffing, behaviour, standards and impact within the alternative learning provision room, re-focus.
- Be proactive in overcoming barriers to progress, working with relevant leaders and colleagues to support students at an early stage to reduce escalation and promote positive behaviour.

### *Pastoral and Inclusion*

- Develop an understanding of how to support safeguarding within a year group and the associated record keeping.
- Be involved in external agency support and understand how these teams support children on site.
- Provide effective mentoring for targeted students.
- Liaise with parents, carers and outside agencies as appropriate.
- Ensure accurate record keeping and reporting to Heads of Year, Assistant Headteachers, the SENCO and Child Protection Leads as appropriate.
- Be an active member of the solution for discharging the school's responsibilities under child protection.
- Contribute as necessary to formal and statutory meetings with outside agencies under the guidance of senior staff, including Child in Need, Team around the Child and Child Protection Core Groups.
- Liaise with parents and carers where required and provide recommendations for next steps with students.
- Maintain regular and effective communication with Heads of Year regarding referrals and progress.



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- Liaise with the Assistant Headteacher SEND, Assistant Headteacher Safeguarding, Assistant Headteacher Behaviour and Culture, Attendance Officer, Outreach Worker and Heads of Year on issues arising.

### *Trust Culture*

- Operationally manage the Pastoral Support Team daily, promoting collaboration and mutual support within the team.
- Ensure structure, progress and impact for students who receive support from the Pastoral Support Team.
- Operationally run the school floor daily.
- Direct and ensure appropriate training is taking place for the team, both internally and externally.
- Chair meetings and deliver training for the team.
- Attend daily pastoral operational meetings, ensuring the team is fully prepared for the day.
- Take an active part in six training sessions across the year and apply learning within the allocated year group.
- Demonstrate confidentiality at all times and act in accordance with safeguarding, equality, health and safety, welfare and Trust expectations.
- Contribute to a culture of high expectations, professional collaboration and inclusive support for students and colleagues.

### *Other*

- Undertake any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the postholder.
- Support the work of the Pastoral Support Team, year group and wider pastoral structures as required by school leaders



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### Other requirements and responsibilities

Enhanced DBS clearance is required.

All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.

The postholder will play a pivotal role in the safeguarding team at the setting and will be expected to deal with and escalate issues as appropriate.

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with the postholder.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation, and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupils, students and colleagues and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.