

Post Title: Assistant Head of Year	
Scale Point:	Hours of Duty: 37 h/w; 40 weeks per annum
Directly Responsible to: Head of Year	
Directly Responsible for: N/A	
Core Purpose and Accountability	
<p>Assistant Heads of House will provide the highest standards of pastoral support that students may need in order to overcome any barriers that may be preventing them from achieving their true potential. They will ensure students' individual needs are identified and supported to ensure that students have equal access to relevant learning opportunities. Assistant Heads of House will be one of the prime points of contact for parents, staff and others regarding the students to help with the preparation, monitoring and evaluation of plans to support students.</p>	
Key Responsibilities and Tasks	
<p>1. Academy Ethos</p> <ul style="list-style-type: none"> 1.1 To fully support the Academy's vision and values; 1.2 To ensure that Ormiston Endeavour Academy and Ormiston Academies Trust is always presented positively within and beyond the academy; 1.3 To carry out any duties as reasonably directed by the Principal; 1.4 To participate in the academy's policy of appraisal and demonstrate a commitment to your own professional development; 1.5 To promote teamwork and motivate staff to ensure effective relations; 1.6 To assist the Principal in shaping the direction of the academy and setting high expectations at all times; 1.7 To support the Academy targets relating to behaviour and attendance; 1.8 To rigorously adhere to the Academy's safeguarding procedures. <p>2. Pastoral Support</p> <ul style="list-style-type: none"> 2.1 To act as a point of contact for parents regarding their child's welfare and educational progress; 2.2 To work closely with the Family Support Worker to maintain good relations between home and school for the benefit of the student; 2.3 To secure and sustain high standards of behaviour and support through a structured monitoring and review process; 2.4 To manage day-to-day student behaviour including investigating incidents, recommending appropriate academy responses and logging events according to academy policy and processes; 2.5 To support staff in following a consistent approach to managing behaviour incidents; 2.6 To keep their Head of House fully informed of incidents that have occurred and actions taken; seeking advice and support where appropriate; 	

- 2.7 To work closely with Form Tutors to ensure they are kept fully informed about their tutees;
- 2.8 To contribute to planning meetings for individual students e.g. Pastoral Support Programmes and Behaviour Support Programmes;
- 2.9 To create medical plans for their students as appropriate;
- 2.10 To work with the Support for Learning Team to help with arrangements for home/school consultation evenings e.g. parents' evenings, form tutor evenings, transition evenings;
- 2.11 To support the year 6 transition process through conducting interviews with prospectus students and their families, liaising with feeder school staff, visiting feeder schools and supporting the production of any induction materials;
- 2.12 To support the admission of students joining the academy at times other than normal transfer times;
- 2.13 To contribute to the transfer of students from one year group to the next;
- 2.14 To ensure that any institutions receiving our academy students are forwarded all the relevant records and documentation;
- 2.15 To oversee the maintenance of student records;
- 2.16 To liaise with outside agencies and represent the academy at meetings;
- 2.17 To liaise with the Attendance Officer on all aspects of poor attendance to support academy's attendance targets;
- 2.18 To support the organisation and management of large groups of students e.g. during assemblies, group photographs, vaccinations, examinations, fire drills etc;
- 2.19 To be included in the lunch duty rota and on-call duty rota;
- 2.20 To be prepared to undertake first aid duties after receiving the relevant training organised by the academy;
- 2.21 To arrange for the collection and delivery of work for absent students and support the IER Supervisor with the collection of work;
- 2.22 To liaise with home tutors as required;
- 2.23 To attend the re-admittance meetings and the monitoring of students following absence such as those for exclusion, illness or truancy;
- 2.24 To create a culture where rights and responsibilities are central to the academy ethos.

This is not a comprehensive list of all tasks that may be required of the postholder. They will be reviewed at regular intervals and are subject to change as the needs of the academy evolve.