



Deputy Head of Year

Reports to: Head of Year

Purpose of the Role

To support the Head of Year in delivering high-quality pastoral provision for a designated year group, ensuring high standards of behaviour, attendance and wellbeing so that all students are safe, supported and able to succeed.

Key Responsibilities

Pastoral Support

- Support the Head of Year in maintaining high standards across the year group.
- Promote a positive ethos that reflects high expectations, respect and inclusion.
- Contribute to the consistent implementation of pastoral systems and processes.

Student Support and Wellbeing

- Provide day-to-day support for students' social, emotional and behavioural needs.
- Act as a first point of contact for student concerns, escalating issues where appropriate.
- Support safeguarding processes, ensuring concerns are recorded and reported in line with school procedures.

Behaviour Management

- Support the implementation of the school's behaviour policy, ensuring consistency.
- Respond to behaviour incidents and follow up appropriately with students.
- Maintain regular visibility around the school (corridors, social areas, before/after school).
- Assist with reintegration meetings following suspension or absence, supporting the setting of clear expectations.
- Provide support as part of the school's behaviour systems

Attendance and Punctuality

- Monitor attendance and punctuality data for identified students and groups.

- Follow up on absence concerns, including communication with families.
- Support interventions to improve attendance in collaboration with the Head of Year.

Parental Engagement

- Support communication with parents/carers regarding behaviour, attendance and wellbeing.
- Build positive relationships with families to support student success.
- Assist in meetings with parents/carers as required.

Progress and Achievement

- Support the Head of Year in monitoring student progress data.
- Identify students requiring additional support and contribute to targeted interventions.
- Liaise with teaching staff and tutors to support student progress.

Staff Collaboration

- Work closely with tutors, teaching staff and support staff.
- Provide guidance and practical support to tutors in managing pastoral issues.
- Contribute to team meetings and pastoral planning.

Safeguarding

- Support safeguarding and promote the welfare of all students in line with statutory guidance (KCSIE) and school policy.
- Maintain accurate, timely and confidential records.

Key Skills and Experience

- Experience working with young people in an educational or pastoral context.
- Strong interpersonal and communication skills.
- Ability to build positive relationships with students, staff and families.
- Ability to support behaviour management and de-escalation strategies.
- Organised, with strong attention to detail and ability to prioritise workload.

Personal Qualities

- Approachable, empathetic and calm under pressure.
- Professional, resilient and reliable.
- High expectations for student behaviour and success.
- Strong sense of integrity and commitment to safeguarding.
- Team player with a willingness to support others.