



Job Description and Person Specification

Post title:	Assistant Head of Year
Accountable to:	Head of Year
Grade:	ALP 5
Post holder name:	
Post holder signature:	

ROLE OVERVIEW:

Under the direction of senior staff, support the Head of Year in creating a positive year identity and in establishing high standards of achievement, behaviour and attendance.

KEY ACCOUNTABILITIES:

MAIN DUTIES

- To support the Head of Year in assuming pastoral responsibility for a full year group of students; closely monitoring the behaviour and administering behaviour support to a year group of students across the curriculum.
- To support students that require help to overcome barriers to achievement.
- To liaise with agencies and individuals to support students' progress.
- To support colleagues by dealing with student problems that arise and communicating any action to the relevant staff and or parents/carers.
- To maintain regular contact with the families/carers of students, keeping them informed of the student's progress.
- To support tracking, monitoring and intervention strategies to improve attendance for the relevant year group.
- To ensure that the behaviour policy is upheld by students.
- To support and/or mentor students as appropriate.

PASTORAL

- To assist with the development and implementation of enrichment activities.
- To attend team meetings and provide reports on progress as requested, sharing information and best practice.
- To keep accurate records of interviews and meetings with students.
- To attend relevant meetings to discuss individual students' progress.
- To contribute to specific pastoral initiatives, e.g. anti-bullying.
- To assist with home visits, as required.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.

- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

PERSON SPECIFICATIONS: ASSISTANT HEAD OF YEAR

Education & Qualifications	Essential	Desirable
NVQ 3 or equivalent qualification or experience in Learning and Development.	✓	
Good numeracy and literacy skills.	✓	
Experience		
A minimum of two years' experience of working in an education setting committed to the inclusion agenda.	✓	
Proven experience of working with students demonstrating challenging behaviour or dealing with disadvantaged circumstances.	✓	
Knowledge & Skills		
Ability to remain calm in situations of high tension.	✓	
Ability to manage own workload and work on own initiative.	✓	
Ability to work constructively as part of a team.	✓	
Ability to relate well to children and to adults.	✓	
Good ICT and record keeping skills.	✓	
Ability to communicate effectively both orally and in writing.	✓	
Good organising, planning and prioritising skills.	✓	
Methodical with a good attention to detail.	✓	
Personal Attributes		
Builds personal relationships with stakeholders, through regular contact and consultation.	✓	
Coaches and empowers team members to take responsibility for ensuring customer care.	✓	
Understands the academy's development plan and how it relates to team and individual objectives.	✓	
Accepts, supports and quickly implements change.	✓	
Identifies and promotes best practice and encourage the sharing of ideas.	✓	
Proactively seek opportunities to increase job knowledge and understanding.	✓	
Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members.	✓	
Works with others to resolve differences of opinion and resolve conflict.	✓	
Requires minimum supervision.	✓	
Takes responsibility for own and team actions.	✓	
Identifies and overcomes barriers and manage risks.	✓	
Takes quick and effective action.	✓	
Demonstrates focused implementation of role and responsibilities.	✓	
Builds strong team ethos where everyone feels valued.	✓	
Provides timely, sensitive and honest feedback on performance.	✓	

Is accountable for own development and encourages the ownership of development needs amongst team members.	✓	
Commitment		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Trust sites	✓	
Is fluent in the use of the English language	✓	