

## Job Description

Post Title:	Assistant Head of Year (Non-Teaching)
Location:	Rushcliffe Spencer Academy
Salary/Pay Range:	NJC15-19
Hours of work:	37 Hours Per week, Term-Time Plus 2 weeks
Reporting to:	Pupil Support Unit Leader/Vice-Principal

## Nature and Scope

Working as part of this important team you will be required to carry out the following duties.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

## Main Duties and Responsibilities

This post holder will provide specific and general support for the school in developing the expectations of the Pupils Support Unit.

The post holder is expected to exercise initiative and accountability for the specific responsibilities of the post and the working framework of the PSU team. The post holder will be expected to use the school's standard computer hardware and software packages where appropriate. The post holder will work as part of the PSU team with the responsibility of one Year Group. This will include:

- Responsible for Year Group decisions on a day to day basis which involves making judgements on incidents involving pupil behaviour, attendance and well-being through close workings with the Head of Year.
- Implementing sanctions, i.e. detentions, isolations, exclusions etc. as directed by the Head of Year and Senior Leadership Team for the Year Group.
- Supporting the Head of Year in promoting the achievement of pupils in the Year Group. This is to include contact with parents/carers, support during form times, working with outside agencies, etc. The post holder will be expected to take a very active role around school in supporting the School's Behaviour Management Policy and systems including the re-integration of pupils following any exclusion and those with emotional health and well-being issues.
- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establishing constructive relationships and communicating with other agencies/professionals and parents/carers, in liaison with the teacher, to support achievement and progress of pupils
- Supporting other members of the Pupil Support Team in team member's absence and be actively involved in the general day-to-day running of PSU systems and

processes e.g. inputting information into pastoral logs, answering the phones, dealing with visitors to the PSU.

- Undertaking pastoral mentoring with targeted students as directed by the Head of Year, including supporting the Head of Year with investigating bullying claims and friendship fall-outs, behaviour incidents and absences from school.
- Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives i.e. round robins.
- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Assisting pupils visiting the PSU
- Supporting pupils consistently whilst recognising and responding to their individual needs, including awareness of SEND needs.
- Providing feedback to pupils in relation to progress, achievement and problems.
- Promoting independence and employ strategies to recognise and reward achievement of self-reliance
- Phone liaison with parents
- Support with first aid provision and be qualified or be willing to be qualified
- Taking statements from pupils following incidents and taking responsibility for managing the outcomes.
- Providing clerical support including general typing, reproduction, filing of reports, letters, minutes of meetings etc.
- Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information is retained.
- Undertaking any other duties, which may be reasonably regarded as within the nature and the responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

### **General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.

- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name

Signature

Date

#### Person Specification

Category	Essential	Desirable
<b>Education and Training</b>		
GCSE Maths and English (grade C or above)	y	
Microsoft Office - Word and EXCEL	y	
Training in working with Young people through education or as a Youth Worker		y
<b>Disposition</b>		
Energy and drive to support pupils and raise their aspirations.	y	
Friendly and approachable but firm manner	y	
Willingness to facilitate help for pupils when difficulties arise and demonstrate empathy	y	
Smart appearance	y	
Sense of humour	y	
<b>Skills</b>		
Ability to work as part of a team	y	
Ability to prioritise and organise own workload	y	
Excellent communication skills at all levels and in all circumstances	y	
Good IT skills	y	
<b>Knowledge</b>		
Knowledge of databases and management information systems - i.e. SIMS		y

Understanding of safeguarding responsibilities	y	
<b>Additional requirements</b>		
An expectation within our school that all staff take responsibility for safeguarding and promoting the welfare of children and young people. This post is therefore subject to an enhanced DBS Check.	y	
Understanding and commitment Equal Opportunities policies and acceptance of responsibility for practical application	y	