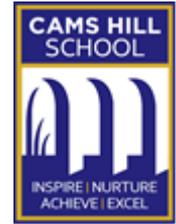


Job Summary and Person Specification



Job Title: Assistant Head of Year 7 (Transition and Induction)
Grade: Grade D
Accountable to: Head of Year 7

Job Purpose

Working as a key member of the school's pastoral team, the Assistant Head of Year 7 (non-teaching) will work closely with the Head of Year, teaching and support staff, parents/carers and pupils to ensure that every pupil is supported to achieve their full potential through targeted intervention, high expectations and consistent pastoral care.

The role has a distinct focus on the transition from Year 6 to Year 7, and along with the Head of Year leading and coordinating the administrative and pastoral aspects of transition and induction. This includes ensuring that all pupils experience a smooth, supportive and structured start to secondary school, enabling them to quickly understand, adopt and embody the school's values, standards and expectations.

Working alongside the Head of Year 7, the post holder will play a leading role in designing and delivering a comprehensive Year 7 transition and induction programme, liaising effectively with primary schools, parents/carers and external agencies. The role requires the early identification of vulnerable or anxious pupils, ensuring appropriate support is in place so that barriers to learning are minimised from the outset.

Beyond transition, the role is central to the ongoing induction and pastoral development of Year 7 pupils, ensuring they successfully adapt to secondary school life, develop positive learning behaviours, and fully embrace the school ethos. Through high visibility, strong relationships and consistent reinforcement of expectations, the post holder will support pupils in becoming confident, engaged and successful members of the school community.

The Assistant Head of Year 7 will also support the wider pastoral priorities of the school, including behaviour, attendance and safeguarding, using data to identify trends, implement interventions and improve outcomes for all pupils.

Specific Responsibilities

Due to the fast-paced and evolving nature of this role, the responsibilities outlined below are not exhaustive:

Transition and Induction (Year 6 to Year 7)

- Lead and coordinate the Year 7 transition process, including administration, communication and induction planning.
- Liaise effectively with primary schools to gather, analyse and share key pupil information with staff.
- Plan and deliver a structured and inclusive induction programme that supports all pupils in adapting to secondary school routines, expectations and culture.
- Identify pupils who may be vulnerable, anxious or require additional support during transition, ensuring early and effective intervention.
- Build strong relationships with parents/carers of incoming pupils, acting as a key point of contact during transition and induction.
- Ensure all pupils understand and consistently follow the school's standards, expectations and ethos from the outset.

- Ensure a comprehensive and effective end-of-year handover to the Year 8 pastoral team, sharing key information, strategies and pupil profiles to support continuity of care, expectations and successful progression.

Pastoral care, behaviour and standards

- Take a lead role in managing pupil behaviour, ensuring high standards are upheld consistently across the year group.
- Support and supervise key routines (e.g. morning line-up), reinforcing expectations and promoting a calm, purposeful start to the school day.
- Monitor behaviour systems (e.g. Arbor), analysing trends such as detentions, referrals and reflections, and intervene appropriately.
- Promote and celebrate positive behaviour, attitudes and achievements through rewards and recognition systems.
- Maintain a strong visible presence across the school, establishing positive relationships and modelling high expectations.
- Provide a safe and friendly environment where pupils can come and discuss concerns and where emotional and educational needs can be met.

Attendance and engagement

- Act daily on attendance concerns, contacting families of pupils whose attendance falls below agreed thresholds working with the attendance team.
- Monitor attendance data, identify patterns and implement targeted strategies to improve attendance and punctuality.
- Work proactively with pupils and families to address barriers to attendance and engagement.

Targeted support and intervention

- Work with the Head of Year and wider pastoral team to identify vulnerable pupils and those at risk of underachievement.
- Develop and implement individual action plans to support pupils who need additional support.
- Liaise with teaching and support staff to ensure appropriate strategies are in place to support targeted pupils.
- Work closely with the SENDCo and other colleagues to support pupils with additional learning, social, emotional or wellbeing needs.
- Collaborate with external agencies where appropriate, making referrals and coordinating support.

Communication and partnerships

- Build and maintain strong, professional relationships with parents/carers, including arranging and leading meetings where necessary.
- Act as a key point of contact for Year 7 families, during transition and throughout Year 7.
- Develop partnerships with external agencies and organisations to support pupils and remove barriers to learning.
- Support the positive reputation of the school within the community, ensuring pupils act as ambassadors.

Data, Systems and Administration

- Analyse daily and weekly pastoral data, identifying trends and taking appropriate action.
- Maintain accurate and detailed records of incidents, interventions and outcomes.
- Prepare clear and concise reports and documentation relating to behaviour, attendance and safeguarding concerns.

- Support the implementation and review of whole-school policies relating to behaviour and attendance.

Wider Contribution

- Contribute significantly to the development of a consistent, whole-school approach to behaviour, attendance and pastoral care.
- Support the delivery of sanctions and interventions, including the centralised detention system and additional study provision.
- Provide a safe, welcoming environment where pupils feel confident to share concerns and seek support.
- Work both independently and collaboratively as part of a wider pastoral and tutor team.

General

- Be aware of and comply with policies and procedures relating to child protection, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to and promote the overall ethos/work/aims of the school.
- Ensure that all information of a confidential nature gained in the course of duty is not divulged.
- Ensure the security of the school and those within it is maintained at all times.
- Adhere to all Cams Hill School policies and procedures within the defined timescales.
- Understand and support the implementation of Cams Hill School’s Health & Safety Policy and Emergency and Fire procedures, promoting safe working practice in the school.
- Undertake training and other learning activities and attend relevant meetings as required to ensure your own continuing professional learning.

Person Specification

Essential Qualifications	
Essential Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Prior experience of working with young people. • Ability to plan your own workload. • Flexibility re: hours. • Physical and emotional resilience and reliability under pressure. • Ability to use own initiative to improve areas of practice. • Previous experience of building working relationships with pupils and parents. • Awareness of the importance of confidentiality. • Excellent interpersonal, communication and organisational skills. • Ability to convey information clearly and accurately. • Ability to produce accurate and up-to-date records and reports as required. • Ability to work effectively and cohesively as part of a team. • Ability to work in a discreet and sensitive manner. • Willingness to participate in further training and developmental opportunities offered by the school to further knowledge.
Desirable Knowledge, Skills or experience	<ul style="list-style-type: none"> • A successful and proven track record in a role which supports pupils and parents. • Previous experience of working with multi-agencies. • Professional qualification appropriate to the level of responsibility and accountability with the role.

Additional Information

Cams Hill School is committed to safeguarding young people and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

This post is subject to an Enhanced Disclosure and Barring Service Check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance will need to be sought.

This document is a guide to the current role and person requirements of this post. Reasonable changes may be made to the specific requirements of the job from time to time following consultation with the postholder.