



Assistant Head of Year Job description

Salary: **L6 (21-25)**

Reporting to: **Deputy Headteacher**

Location: **Chiltern Academy**

Hours/Weeks: **37 hours a week/41 weeks a year**

Job Role

This appointment is being made within the framework of the Chiltern Learning Trust, a multi-academy trust.

The overall responsibility for this post is to provide excellent day-to-day pastoral care for students at Chiltern Academy. The Assistant Head of Year will have excellent interpersonal and organisational skills including the ability to inspire, motivate and support all members of the school community to carry the school vision forward.

The school is committed to safeguarding and promoting the welfare of children and young persons and the highest priority is given to following guidance and regulations to safeguard children and young people.

Core Purpose:

To work alongside the Head of Year, and other members of the pastoral team on day-to-day issues within the school. To work with a range of teaching and support staff in school, and external partners as appropriate, to promote positive learning behaviour with students and support students' personal and academic development by removing barriers to learning.

Person Specification:

Leadership

- To contribute to various other strategies as required, e.g. IEPs, PSP, MSPs etc. in liaison with the relevant staff and/or relevant member of SLT.
- To work within the school's pastoral support team under the guidance of the Heads of Year, Pastoral Leaders, Assistant Headteacher (Pastoral), and other SLT (Senior Leadership Team) staff.
- To refer upwards those issues that may need the guidance/involvement of outside agencies to the Head of Year, Pastoral Leaders, Deputy Head or Headteacher.
- To follow all school policies and procedures, in particular those relating to safeguarding, inclusion and health and safety.
- To respond to immediate student concerns clarifying the situation for the Heads of Year /Pastoral Leader/Senior Leader and to make decisions on the use of lower level sanctions where appropriate.
- To intervene at an early stage, in liaison with appropriate staff, to support students showing signs of disengagement, absenteeism, underachievement and social exclusion.
- To work with the SLT, Heads of Year, other Assistant Heads of Year, and teaching staff to identify and monitor student concerns and to assist in the identification and support for students with organisational or behavioural difficulties.
- Carry out some administrative tasks to the head of year – filing, drafting letters, form filling.
- Attend pastoral meeting/take minutes.
- Organisation and supervision of pupils at lunchtime on a duty rota and transitions between lessons.
- Organisation and supervision as necessary students that are in Internal Exclusion
- Organisation and supervision as necessary students in the Inclusive Learning room
- Checking and sign student's reports if HOY is not available
- Provide a 1:1 tutoring/mentoring role to pupils.
- Liaise with the appropriate staff, draw up and implement a range of preventative strategies for students with organisational and behavioural difficulties e.g., anger management, mentoring, attendance workshops or other related sessions to promote positive learning behaviour within the scope of the post.
- To support students working in the pastoral hub, through the use of restorative behaviour techniques where appropriate.
- Monitor attendance daily
- To assist with data collection, the completion of statistical information and the evaluation of data on a regular basis to monitor and improve behaviour management, attendance, punctuality, behaviour and educational achievement.
- Support with the preparation of school events.

Communication

- To act as the main point of contact with parents and to maintain regular contact with them to encourage parental involvement in their child's/children's education.
- To liaise with external agencies where directed and to attend relevant meetings with them and/or parents/carers as appropriate.
- Follow up student/staff concerns, making telephone and written contact with parents/carers as appropriate
- Liaise with attendance lead/EWO for students in your year group.
- To attend training and participate in appraisal procedures in line with the schools policy for the role.

- To contribute to various other strategies as required, e.g. IEPs, PSP, MSPs etc. in liaison with the relevant staff and/or relevant member of SLT.

Experience and Knowledge

- To take part in relevant CPD to enhance knowledge in areas that need further development
- Attend conferences regarding pupil welfare and support e.g. Connexions, case conferences etc.

Personal Skills and Attributes

- Expected to maintain appropriate levels of confidentiality, including handling sensitive information, in line with data protection policies.
- To take a proactive approach towards managing your own work and caseload.

Education

- Relevant professional qualification
- Evidence of relevant recent professional development

Safeguarding Children

CONTEXT:

All teaching staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

CVs will not be accepted for any posts based in schools.

Person Specification: Assistant Head of Year

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of working effectively with vulnerable children / young people in either education, social work, youth work or another related area of work.	1,2	Some experience of working effectively with a range of professionals to promote children's / young people's learning or welfare Some experience of working effectively with the parents / carers of children / young people.	1,2
				1,2
Skills / Abilities	Ability to write an action plan for a pupil / student, maintain pupil / student records and write other short reports as required.	1,2,3,5		
	Ability to work on one's own initiative, balance competing priorities and organise a work schedule.	1,2,5		
	Ability to motivate children / young people by establishing empathic and supportive working relationships.	1,2		
	Ability to work as part of a team to reach agreed targets and outcomes for children / young people.	12		
	The ability to use word processing packages, the internet and IT based management information systems.	1,2,3,5		
Equality Issues	A commitment to equal opportunities and an awareness of the way in which discrimination affects the achievement and inclusion of pupils from minority ethnic communities.	1,2		

Specialist Knowledge	Demonstrable knowledge of the principles involved in giving advice and guidance to children / young people, including the place of confidentiality. Demonstrable knowledge of the range of additional support / agencies which can be of assistance to vulnerable pupils / students and families.	1,2,5 1,2	Knowledge of the responsibilities of agencies towards vulnerable children such as the Child Protection Procedures.	1,2
Education and Training	A willingness to undertake training, including training that would lead to an NVQ in childcare Level 4, STAC, STA, Part-Qualified teacher or relevant qualification.	1,2,4	Evidence of post-compulsory education.	1,4
Other Requirements	Ability to travel to meet work commitments in all parts of Luton. Ability to work flexibly and attend evening and early morning meetings (up to 5 per month).	1,2 1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that the Trusts policies are reflected in all aspects of his/her work, in particular those relating to:

1. Equal Opportunities
2. Health and Safety
3. Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.