



# **Oakgrove School**

**Assistant Head of Year  
(Non-Teaching)**

### **Job Purpose**

To support the relevant Head of Year in the day to day pastoral tasks for the year group. The specifics of these duties may vary due to the nature of both the year group and needs of the Head of Year.

### **Assistant Head of Year Responsibilities:**

- Supervision of students at duty times, including being a visible presence around the site
- Provide support and guidance for students
- Promote high standards of behaviour and attendance
- Monitor reports as needed
- Attend relevant open evenings, information evenings and trips
- Communicate effectively with staff, parents and external agencies
- Report accurately on safeguarding concerns and follow up as required
- Celebrate successes individually and as a year group
- Supervision of students in the BGR and contributing to First Call response
- Administrative support as and when required to maintain the smooth running of the school
- Any other reasonable request as directed by the line manager or a member of SLT

### **All Trust employees are also expected to:**

- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of students at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person.
- Comply with the Kingsbridge Educational Trust Code of conduct for employees
- Contribute to the overall ethos and aims of the school.

### **Conditions of Service**

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust must be reported to the Headteacher.

Kingsbridge Educational Trust and Oakgrove School are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

I am in agreement with this job description and am aware that I will be subjected to annual performance appraisal.

Signed by Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Line Manager: \_\_\_\_\_ Date: \_\_\_\_\_