

## Job Description

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

#### Permanent – 37 hours per week, Term-Time Only plus five days

Working hours will be 8.00am to 4.00pm Monday to Thursday and 8.00am-3.30pm on a Friday with 30 minutes for lunch each day

#### Responsible to:

- The Headteacher
- The Senior Assistant Headteacher
- Head of Year

#### Responsible for:

- Assisting with the provision of a complementary service alongside teachers and other colleagues within the school to address the pastoral needs of pupils who require assistance in overcoming barriers to learning in order to achieve their full potential.
- Supporting the work of the Pastoral Faculty, Heads of Year and Form Tutors in overseeing the general welfare, progress, behaviour and overall pastoral needs of pupils across the school.
- The progress, behaviour and personal development of an assigned Year group.

#### Post Purpose:

- To offer complementary support the Head of Year on all pupil/parent issues.
- To liaise with Senior Leaders and Heads of Year in order to ensure effective and inclusive behaviour for learning resulting in outstanding progress and outstanding personal development for all groups of pupils.
- To work collaboratively and contribute to the development of a strong pastoral team with an emphasis on promoting a culture of high expectations, positive conduct and behaviour and maintaining the school ethos.
- To help coordinate the enrichment curriculum contributing to ensuring outstanding personal development for all groups of pupils.
- To work with and provide guidance to Year group tutors.
- To assist in the management of the Year group including pastoral support, achievement, attendance and punctuality, attainment/progress, behaviour and safeguarding.
- To establish positive relationships with parents/carers, staff and outside agencies in line with the school's vision and values.
- To work with identified groups of pupils with regard to progress, engagement and achievement.
- To assist with the transition process across all Key Stages.
- To help underachieving pupils overcome barriers to learning whether inside/outside of school.
- To transform young peoples' attitudes towards school and help them gain confidence.
- To support children who have a range of social, emotional and behavioural problems.
- To support the coordination of whole school attendance.
- To have shared corporate responsibilities as a member of the Pastoral Team as well as individual responsibilities relating to each particular role.

### **Working relationships:**

- Headteacher and Senior Leadership Team
- Pastoral Faculty
- Heads of Year
- Faculty and Subject Leaders
- Form Tutors
- Teaching and Support Staff
- Pupils, Parents and Carers
- External Agencies

### **AREAS OF RESPONSIBILITY**

#### **Safeguarding and Wellbeing:**

- To undertake safeguarding and child protection responsibilities under the general direction of the Designated Safeguarding Lead.
- To be a Deputy Safeguarding Lead, supported by training and continuing CPD.
- To support and promote safeguarding and pupil welfare procedures.
- To carry out first aid responsibilities in line with school requirements, supported by training and continuing CPD.

#### **Pastoral Responsibilities:**

- To contribute to the development and improvement of pastoral management and support.
- To be involved in the general supervision of pupils.
- Support pupils' progress and development through one-to-one and group work.
- To identify all barriers to pupils' progress and development and to work with pupils, parents and carers and actively encourage and facilitate cooperation within the school.
- Organise the induction of new pupils throughout the year.
- To assist the Head of Year with transition between Year groups.
- Facilitate the transfer or placement of pupils at other schools.
- Draw up and implement action plans in areas of concern, e.g. attendance, behaviour, achievement and attainment.
- Listening to and helping pupils resolve a range of issues that are creating barriers to learning.
- To undertake home visits to identify barriers to achievement in school, if required.
- Liaising with external agencies and their processes as appropriate.
- To support pupils working with external agencies, such as CAMHS, and complete referrals.
- Have knowledge of the range of activities, services, courses, organisations and individuals that could provide additional support. Support access to these opportunities for individuals.
- To work in collaboration with the Senior Assistant Headteacher and SLT on all areas of the pastoral provision.
- To be a visible presence around the school on a daily basis including before school, after school, break and lunchtime duties.

## **Attendance and Punctuality:**

- Work with Heads of Year to develop strategies to support pupils in improving attendance and punctuality.
- To assist with monitoring attendance and punctuality in line with guidelines and regularly meet with the Attendance and Inclusion Manager.
- Implement measures necessary to improve individual and Year group attendance.

## **Behaviour, Discipline and Ethos Responsibilities:**

- To support the behaviour and academic progress of a nominated Year group to ensure all pupils make outstanding progress and transition smoothly across the school.
- Supporting Heads of Year to develop a Year group ethos.
- Uphold standards within the school regarding uniform and equipment.
- Working as part of the Pastoral Team to ensure a consistency of approach to pastoral issues, e.g. lates, uniform, detentions, jewellery etc., through strong communication and monitoring procedures.
- To assist in the induction of new Form Tutors into the team together with the identification of any training and development needs.
- To support the monitoring of standards within tutor time and form period to include effectiveness of communications, standards of work and behaviour, checking of Fairfaxes, uniform etc.
- To support the school disciplinary framework by working at the middle level in the referral framework. This may include liaising with the Head of Year, the Attendance and Inclusion Manager and/or outside agencies, dealing with parents/carers and communicating action taken to the Senior Assistant Headteacher.
- To promote a culture of achievement through the use of rewards.
- Managing incidents, investigating as appropriate and referring investigated incidents to Head of Year and SLT as appropriate.
- Ensure effective communication with parents/carers, make regular contact and meet with parents/carers to discuss pupil behaviour.
- Maintaining appropriate disciplinary records.
- Managing the 'on report' system at this level.
- Dealing with pupils referred by Faculty and Subject Leaders and/or Form Tutors.
- To assist SLT and Heads of Year in supervising pupils in our internal inclusion and isolation rooms, and supervising the room as part of an on-call rota.
- Assisting SLT and Heads of Year in supervising the school detention system, as required.
- To support Year Group assemblies.

## **Progress and Achievement:**

- Help pupils who are underperforming in their subjects on a one-to-one basis outside the classroom, as appropriate.
- Assist in initiatives to improve progress and attainment of pupils identified as underachieving and/or failing to meet targets.
- To support the analysis of pupil tracking data, identify underperformance, and contribute to planning appropriate interventions and monitor their impact.
- Support provision across the curriculum, liaising with staff over issues relating to pupils' progress.
- To maintain accurate and up-to-date information concerning the Year Group on the management information system.
- Assess and identify pupils that are at risk of suspension and/or permanent exclusion.

- Meet regularly with Heads of Year and other members of the Pastoral Faculty to discuss concerns/progress/ individual pupils.
- To assist the Head of Year with managing pupil tracking and review.
- To provide information and advice to enable pupils to make choices about their own learning, behaviour and attendance.
- To support the Examinations Officer, Head of Year and SLT in the administration and conduct of examinations and tests in the Year Group.
- Providing additional support at Parent/Carer Evenings, as required.
- Organise or support activities focused on raising pupil achievement or aspirations, e.g. extra-curricular activities such as open house, coursework sessions and accompanying appropriate school trips and visits.
- To compile and write professional reports on pupils as requested by SLT.
- Undertake other such duties, which reasonably correspond to the general character of the post and are commensurate with the level of responsibility.
- To carry out other duties that may reasonably be required by the Headteacher and Senior Leadership Team.

### **Professional Development:**

- To continue own professional development as agreed with your line manager.
- To attend and participate in appropriate training meetings and other learning activities.
- To actively engage in the Performance Management process for support staff.
- To develop constructive working relationships and communicate effectively and professionally with other staff.

### **Staff Meetings:**

- Participating in meetings at the school, which relate to the curriculum for the school or the administration and organisation of the school, including pastoral arrangements.

### **School Ethos:**

- To fully comply with the school's Policy for Child Protection and Safeguarding (and related policies) to promote and safeguard the wellbeing of all young people at all times.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils follow this example.
- To support the school in meeting legal requirements for worship.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To proactively promote an atmosphere of mutual support, respect, recognition and celebration of the diversity in our school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants with disabilities or continued employment for any employee who develops a disabling condition.

This job description is current but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

# Person Specification – Non-Teaching Assistant Head of Year

Qualifications/Training/Knowledge	Essential	Desirable
A good standard of general education.	✓	
Well-developed Maths and English skills (by qualification or experience).	✓	
Other relevant qualifications.		✓
Evidence of other types of relevant CPD.		✓
A first aid qualification.		✓
<b>Experience/Skills</b>		
A successful record of employment.	✓	
Experience of working with young people in a school or a college.	✓	
Classroom experience at primary and/or secondary school level.	✓	
Supporting literacy and numeracy across a range of subjects the curriculum and delivering interventions.		✓
Participation in, and commitment to, extension and extra-curricular activities.		✓
Mentoring either as a mentor or mentee.		✓
Coordinating an aspect of pastoral management.		✓
Improving the practice of others.		✓
<b>Competencies/Abilities</b>		
Promote and safeguard the wellbeing of all young people.	✓	
Develop positive relationships with pupils and staff.	✓	
Communicate highly effectively with a wide range of audiences.	✓	
Demonstrate yourself as a role model in terms of hard work, commitment to best practice in learning and teaching, personal presentation and attitude to all members of the school community.	✓	
Work independently and show initiative.	✓	
Support the school ethos of high standards of behaviour for learning.	✓	
Understand classroom roles and responsibilities and your own position within these.	✓	
Self-evaluate learning needs and actively seek learning opportunities.	✓	
Support the school ethos of high standards of behaviour for learning.	✓	
Deal sensitively with people and resolve conflicts.	✓	
Teach literacy and numeracy skills which support the National Curriculum in English and Maths.	✓	
Professionally develop other colleagues.		✓
<b>Personal Qualities</b>		
A growth mind-set and commitment to lifelong learning.	✓	
Exemplary attendance and punctuality.	✓	
Professional presentation and manner.	✓	
Demonstrate impact and presence.	✓	
Willingness to take a full part in the life of the school.	✓	
A genuine commitment to inclusive comprehensive education.	✓	
Pupil-centred educational principles rooted in a willingness to continuously improve learning and teaching across the school.	✓	
High profile with pupils, parents/carers, staff and other stakeholders.	✓	
An effective team member.	✓	
Ability to motivate, inspire, enthuse and engage learners in the subject areas.	✓	
Be able to initiate ideas, set own targets and meet own and other people's deadlines.	✓	
Strong interpersonal skills with all.	✓	
Well-developed communication and organisational skills.	✓	
Problem solving ability and a solution focused approach to work.	✓	
Sensitivity and understanding to help build productive relationships with pupils.	✓	
Commitment to always maintaining confidentiality.	✓	
A flexible approach.	✓	