

Job Description

Establishment:	Arnold Hill Academy
Post Title:	Assistant Head of Year
Grade/Pay Range:	Point 8-14, £16,799 - £18,919
Hours/weeks:	Full Time, TTO
Reporting to:	Head of Year
Department/Team:	Support

Overall Purpose of Post

This role is for an Assistant Head of Year. The ideal candidate will be able to operate within a dynamic and forward thinking team who are focused on developing exciting and engaging learning experiences for students across the 11-18 age range.

Overall Responsibility

Assistant Heads of Year are responsible for assisting the Head of Year with the pastoral and academic overview of their year group. They need to be role models in terms of conduct, dress and professionalism and in the way colleagues and students are treated. This should be with respect and courtesy. Assistant Heads of Year are expected to support the school's ethos and values at all times and will liaise closely with the Head of Year and Deputy Head Teacher responsible for pastoral matters.

Safeguarding

Heads of Year are expected to uphold the Academy's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.

Line Management

The post holder reports to the Head of Year. The post holder will oversee tutors in relation to their pastoral role.

Particular Responsibilities

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

- Assist the Head of Year on the implementation of the School Behaviour Policy in relation to an assigned year group.
- Assist the Head of Year to monitor student attendance across the year group in liaison with the tutors and report any issues to the Attendance Manager.
- Ensure attendance is promoted in tutor time and assemblies.
- Make appropriate referrals to Pastoral Support staff and external agencies as and when required.
- Participate fully in the student referral process, providing evidence based recommendations on appropriate provision.
- Assist the Head of Year to monitor the use of data for student tracking and intervention processes.
- Facilitate discussions with students about their work.
- Hold regular meetings to track student progress and devise interventions as required.
- Assist the Head of Year to lead a team of tutors and support tutors when necessary.
- Ensure that updated and effective information for students is available, circulated and used by tutors.

Academic

- Monitor and evaluate achievement standards for a year group and implement and monitor intervention strategies where appropriate.
- Focus upon raising achievement for all students.

Pastoral/Disciplinary

- Liaise with relevant Heads of Year to oversee smooth pupil transition across years.
- Resolve behaviour issues.
- Support the implementation of the school attendance strategy and ensure tutors fully implement relevant procedures.
- Support the implementation of the School rewards system.
- Assume responsibility for the welfare of students; follow up incidents; maintain detailed records and student files; have meetings with parents during or after school as required, sometimes with other senior staff members; attend reintegration meetings; arrange sanctions where appropriate; communicate with parents;
- Attend regular meetings with the Pastoral Team
- Support the Head of Year to manage and lead a team of tutors meeting with them both formally and informally on a regular basis in order to coordinate their work
- Support the tutors by both counselling and disciplining students as and when appropriate

Other Responsibilities

- Liaise with the Careers teachers in relation to external events and student career progression
- Have an ambitious vision for the school and set high standards for quality and performance, demonstrating at all times high expectations and ambition for all students.
- Foster good working relationships with parents and the wider community

This job description is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Other duties

Undertaking any other duties, which may reasonably be regarded as within the nature and the responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

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

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 Health and Safety and Safeguarding.
- Participate in the Trust Appraisal 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 maybe required to carry out other duties as required by the Trust.

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 of Postholder:

Signature:

Date:

Person Spec – Assistant Head of Year

	Essential	Desirable
Experience	Experience of working with children with challenging behaviour, particularly younger children (age 11-16 years)	
	Experience of working in an educational context	
	Experience of working with children on a 1:1 basis	
Skills and Abilities	Ability to use management and organisational skills to provide an efficient service	
	Ability to prioritise time and tasks to meet deadlines	
	Customer focus with the ability to provide a friendly service	
	Ability to work independently and use initiative	
	Hardworking and committed	
	Passionate about inclusion and making a difference for our young people	
	Calm and patient	
	Confident and able to deal with challenging behaviour	
	Ability to de-escalate situations	
	Good team work and interpersonal skills, being able to work and liaise with a large team of staff	
	Ability to work through set tasks on a 1:1 basis with children	Mentoring skills
	Computer skills including excel, outlook, word, and use of databases	Ability to use the SIMS database
Qualifications	Minimum level 3 standard	
	GCSE grade C or equivalent in Maths and English	Relevant teaching support qualification