

Post Title: Assistant Head of Year
Status: 36 hrs per week, Term time only
Grade: PO2
Line Manager: Head of Year

Job Purpose

To provide support to the Head of Year in their professional leadership and management of the year team and student cohort. To support the Head of Year in managing, leading and developing systems and procedures to secure improved standards of learning and achievement for all students in the cohort.

Dimensions of the post

Working with pupils to raise their achievement, via individual, group and whole cohort interventions
Partnership working with teams of tutors
Partnership working with teaching staff
Liaison with external agencies Partnership working with external agencies
Home-school liaison
Support for the implementation of school behaviour and pastoral systems
Working within the Safeguarding team to ensure highly effective support for student safety and welfare

Staff - liaison with staff

Head of Year and their team of tutors
Curriculum support staff, where appropriate
Teaching staff, including Heads of Faculties
Student Support Services
Designated Safeguarding Lead and Deputy Designated Safeguarding Lead

The following is only an outline of the duties and responsibilities of the post, which may change from time to time. This job description may be altered from time to time following consultation with the post holder in line with the changing needs of the School.

Principal Accountabilities

1. To monitor and evaluate student progress, via tutors and teaching staff, in order to promote pupil achievement and make a measurable contribution to the cohort/whole school targets.
2. To contribute to improvement plans as part of the whole school improvement plan (SIP), actively involving all tutors in their design and execution.
3. To ensure that team members and students understand and are actively implementing the key aspects of the schools values, beliefs and agreed policies, including the school's behaviour, safeguarding and inclusion policies.
4. To maintain records and provide feedback for and about students in a way that recognises best practice, supports their progress against their targets and has a measurable impact upon learning.

5. To work closely with the Inclusion team to maximise the opportunities and achievement of vulnerable pupils.
6. To work closely with the Head of Year in their principal accountability for the progress and achievement of pupils in the cohort.
7. Promoting behaviour for learning and identifying any barriers to each student's learning in order to target support from school resources, Inclusion team, School/Home Support Service, Learning Mentors and external agencies.
8. To work closely with external agencies to support vulnerable students including those on the At Risk, Looked After Child and Child Protection register.

MAIN DUTIES AND RESPONSIBILITIES

- To work with the Head of Year to ensure a coordinated approach to the management of learning, assessment, recording and reporting for the cohort, in line with whole school policies.
- To work with the Head of Year to ensure a coordinated approach to the management of attendance and punctuality to school and behaviour in line with whole school policies.
- To ensure there is accurate information about student's attendance and punctuality including reasons for non-attendance and/or poor punctuality.
- To cover for the HOY in their absence when offsite/timetabled for teaching and meetings.
- To act as a Nominated Safeguarding Child Protection Advisor.
- To support a team of tutors and support staff in meeting the learning and pastoral needs of students in the cohort.
- To support the Head of Year to plan and organise parents' evenings and other school events.
- To work with the Head of Year in the day-to-day management of the cohort and the tutor team.
- To assist with the planning of year team meetings and present on items when required.
- To cover lessons/tutor time where required in the event of staff absence.
- To implement and develop systems and procedures in order to secure improved standards of learning and achievement for all students in the cohort as directed by the Head of Year.
- To work with the Head of Year to ensure that the team has a consistent approach to work with all students including those on the SEN, EMA and More Able and Talented registers and that this is followed up in year team practices and documentation.
- To work with the Head of Year to ensure a coordinated approach to promoting safeguarding practices in the school, and to carrying out the Child Protection policy.
- To facilitate and supervise educational visits and other events, such as as extra-curricular activities.
- To monitor and evaluate the tutor time activities through line management of staff, observing the use of tutor time and oversight of students' progress.
- To ensure effective transition between Key Stages through working closely with key staff members and external agencies.
- To keep informed of developments relevant to the academic achievement and well-being of students.
- To develop effective liaison with the Inclusion team and Heads of faculty to ensure and support appropriate intervention for identified students at risk of underachieving, and to ensure that the educational needs of all students are met.
- To ensure that all behaviour concerns are dealt with effectively and in line with school policy.
- To support the implementation of strategies for celebrating student achievement, e.g. regularly informing relevant parties in school and families.
- To co-ordinate and write/support the writing of Report Cards, Pastoral Support Plans, and input into Individual Education Plans as appropriate.
- To regularly analyse and evaluate data to ensure that each designated year group is on track towards targets set and identify and implement intervention strategies to support progress.
- To track and monitor attendance, punctuality and extended leave of students in order to identify students for appropriate intervention strategies to ensure school targets are met.

- To inform parents quickly on concerns regarding progress with learning or behaviour reported through the use of data.
- To maintain a disciplined, calm and productive learning environment around school, whilst on duty and during detentions and study centre supervision.
- To attend appropriate meetings and to provide opportunities for ideas/information to be fed back to and discussed with all team members.
- To attend Core Group and Child Protection meetings as and when required and as directed by the Head of School and Heads of Year.
- To facilitate and coordinate professional and multi-agency meetings as directed by the Head of Year.
- To ensure that the general environment within the tutor team area is in keeping with Health and Safety procedures and that the furniture requirements and the general environment is kept in good order, reporting any concerns to the person in charge of premises and facilities.

General

- Undertake additional tasks as required from time to time to support the growth and operational requirements of the faculty/team.
- Participate in the regular review of this job description.
- Attend any first aid training as directed by SLT and the needs of the school and act as First Aider on rota basis.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title. The post holder will be expected to work flexibly and carry out all duties in compliance with the school and learning Trust policies.

I acknowledge that I have seen, understood and received a copy of the job description.

Signed by Employee: _____

Print Name: _____

Date: _____

PERSON SPECIFICATION

Assistant Head of Year

Qualifications:	
● Relevant Level 2 qualifications, including Maths and English GCSE	E
● Evidence of continuing professional development.	E
● Degree or equivalent	E
Experience:	
● Producing and presenting written reports	E
● Multi-agency working	E
● Managing and implementing recording and reporting systems	E
● Successful involvement in implementing and evaluating initiatives to raise achievements	D
● Experience of working with young people aged 11-19 with a range of needs	E
● Experience of working with families	E
● Developing, implementing and reviewing intervention plans for pupils	D
● Budget management	E
● Developing, implementing and evaluating action plans	D
Management and leadership skills:	
● The ability to motivate and lead people	E
● The ability to plan collectively.	E
● The ability to build good relationships with all students and adults	E
Professional knowledge and understanding:	
● Evidence of knowledge, understanding and enthusiasm for the personalised learning agenda	E
● Understanding of transition issues between Key Stages	E
● Understanding of the 11 to 19 curriculum	D
● Knowledge and some experience of self-evaluation	D
● The ability to use ICT effectively to support tasks and activities	E
● Knowledge and understanding of issues pertinent to an urban school	E
Skills, abilities and personal qualities:	
● The ability to promote and maintain the highest standards in all aspects of the work in the school.	E
● Team player with energy, enthusiasm and perseverance.	E
● Very good organisational skills, encouraging positive collaborative working practices	E
● Good communication and literacy skills	E
● Mentoring and coaching skills, showing ability to be both constructive and critical	D
● Ability and skills to manage change	D
● Evidence of a commitment to equal opportunities policies and an understanding of their effective operation within schools.	E

E: Essential

D: Desirable