

JOB DESCRIPTION

ASSISTANT HEAD OF YEAR

37 HOURS PER WEEK/38 WEEKS PER YEAR (TERM TIME ONLY)

Scale 7 Point 19 to 24

Hours of work:

37 hours per week

Responsible to:

Head Teacher, Deputy Headteacher (Pastoral)

Head of Year

Job Overview:

- To assist the Head of Year in ensuring the year group has a sense of purpose, unity and cohesion in order to fulfil the aims of Woodlands School and raise pupil achievement.
- Under the direction of the Head of year, is to be responsible for matters of discipline, contacting parents when necessary. Consulting with Head of Year, Pastoral Manager and Deputy Head teacher (Pastoral), in all cases of serious misbehaviour.
- To work with the Head of Year to arrange for the year group and staff to be thoroughly briefed regarding key events during the year. (e.g. induction, options, careers, work experience, 6th form and college applications etc).
- In conjunction with Form Tutors and the Head of Year, to supervise the keeping of records and the completion of report cards as required.
- To monitor the programme of work for tutor periods, collaborating with Deputy Head (Pastoral), AROE Lead, literacy and numeracy Leads and careers staff when required (in liaison with Head of Year).
- To monitor Tutor Group registers for the year and to see the Attendance Team about problems of attendance and welfare when necessary.
- To foster high attendance and investigate any suspected truancy.
- To assist in the organising Parents' Consultation Evenings and to advise on, and participate in, Parent meetings.
- To ensure that sets of tutor lists and pupils' timetables are available for reference and kept up to date.
- To oversee the operation of the Reward System and Discipline Sanctions in the school and to operate the referral system.
- To support form Tutors, subject staff and Heads of Department regarding matters of discipline
- To support and encourage pupil participation in education extra events and activities.
- To assist with the coordination of Activities/AROE week

programme (with HOY/KHE)

- To work closely with partner primary schools and post-16 institutions.
- To support and encourage Whole School events (Awards Evening, concerts, sports events etc.)
- To contribute to the annual Action plan to contribute to the School Improvement plan, reflecting Whole School priorities.
- Under the direction of the Head of Year, the Assistant Head of Year will support the needs of identified pupils/groups of pupils contributing to more effective learning through improved behaviour, resilience and social skills.
- To be an integral part of the pastoral team which include Heads of Year, SENDCO, Safeguarding, Children in Care Advocate & Attendance and Well-being team.
- Conduct restorative work by providing social skills, resilience and behavioural support for pupils with the year group who find particular areas of education challenging.
- There is a confidentiality component to this role and the post holder needs to hold the trust and confidence of both the pupils and teachers. It may acquire information on child protection/family sensitive issues which must be treated carefully and appropriately.

**Specific Role
Requirements:
Key Responsibilities:**

- No holiday to be taken during term time. 30 minute lunch break to be taken between 12pm and 1:20pm.
- Work as part of the Pastoral and Year Team, this will include assisting HOY in producing PSPs.
- Supervise the Inclusion unit
- In response to data analysis, contribute and lead with the guidance of the Head of Year to the year group and whole school Resilience programme
- Implement established programme "Social Emotional Aspects of Learning" (SEALs/anger management) with individuals or small groups, within the year group
- Under the direction of the Head of Year, they will communicate and work with parents / carers (written and personal contact) and outside agencies as part of school behaviour improvement strategies. This will include Home Visits. (Enabling all parties to be involved with and supportive of the child's education).
- Provide a daily lunchtime club / activity for vulnerable students and / or assist in general supervision of students at break times & Lunchtimes, support duty rotas, SLT Detention pick up etc..
- Maintain records and collect data relating to behaviour as directed by the Head of Year.
- Work with outside agencies to develop workshops, presentations and assemblies for vulnerable groups of pupils with the year

group

Support for Learning and Teaching

- Work with pupils within the year group, on an individual and group basis to contribute to more effective learning through improved behaviour, attendance and social skills. This may also take place in lessons where appropriate.
- To advise relevant staff in the needs of particular pupils or groups, and keep them informed of action taken
- Assist in the recording of behaviour incidents using the school system
- Monitor and report on the implementation of pastoral support plans/interventions with pupils within the year group and contribute to the review of these plans.
- Participate in training in order to keep up to date with possible sources of support and strategies for working with pupils.
- Comply and assist with policies and procedures relating to child protection, reporting concerns to an appropriate person.
- To work with identified pupils within the year group as an alternative to exclusion and/or to prevent exclusion.

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Attend and participate in meetings as required before and after the school day.
- Contribute to the Aspiration, Resilience, Opportunity, Excellence ethos.
- Participate in training, other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the supervision, training and development of staff.
- Any other duties commensurate with the duties/responsibilities/grade of the post
- Set a good example in terms of dress, punctuality and attendance.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Agreed by: (Postholder)

And:(Headteacher)

Date:

Updated June 2022

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE

