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**Maghull High School**

Job Description

**Assistant Head of Year**

Every member of staff has a current description of the job they do, a confirmation of their conditions of service and their entitlement to equal opportunities.

These entitlements include:

* The right to work without harassment,
* The right to gain satisfaction from what they do,
* The right to equal opportunities for increased job satisfaction and reward irrelevant of gender, disability, sexual orientation, age and cultural heritage,
* The right to learning and development, including induction to new roles or tasks
* The right to be consulted before changes in role or conditions of service

As a colleague at Maghull High School you will:

* Teach pupils across the full age and ability range, aiming always for the highest possible standards of pupil achievement, personal development and well-being
* Develop and foster links with the school’s partners, stakeholders and other outside agencies
* Support the vision and values of the school
* Act as a role model to staff and students
* Put the well-being, development and progress of students first
* Demonstrate respect for diversity and promote equality
* Work effectively as part of whole-school teams
* Cooperate professionally with other colleagues
* Take responsibility for maintaining the quality of teaching practice
* Help students to become confident and successful learners
* Strive to establish productive and supportive partnerships with parents and carers
* Demonstrate honesty, integrity and uphold public trust and confidence in the profession

**Job title: Assistant Head of Year -** responsibility for a designated year group/s

**Salary Allowances:** SCP 12-19

**Line Manager:** MrM Kay – Deputy Headteacher

**KEY PURPOSE**

1. To be a key member of the Pastoral Support Team for a Key Stage, working with the SLT, year head and wider staff to support all aspects of a student’s progress.
2. To monitor and support attendance within a designated year group/Key stage
3. To supervise a prepared lesson in the absence of a class teacher, ensuring that in doing so the students learning and development is continued and maintained.

**Specific Responsibilities**

* Work with the Year Head, monitoring the achievements and welfare of students across the Key Stage.
* Support the year head in maintaining good attendance.
* Liaise with other professionals to ensure the maintenance of accurate and up to date information concerning the Key Stage.
* Form good relationships with students.
* Be the first point of contact for parents/carers, ensuring effective communication/consultation, as appropriate.
* Support the implementation and reinforcement of school policies and procedures across the Key Stage, in particular, the procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to an appropriate person.
* Support the implementation of the Behaviour for Learning Policy across the year group/Key Stage, liaising with pastoral and academic staff to enhance the progress of students.
* Contribute to the celebration of success across the year group/ Key Stage.
* Mentor and offer guidance to students within the year group/ Key Stage.
* Be involved in assemblies and Parents Evenings.
* Support the Progress Leader in the setting of targets, reporting and reviewing student progress and evaluation of processes.
* Support the design of an appropriate curriculum/timetable for individuals or cohorts of students when appropriate.
* Have knowledge and appreciation of the range of activities, courses, opportunities, agencies and services that could be drawn upon to provide support for students.
* In the absence of a teacher, provide supervision of, and be solely responsible for, a class of students during lesson time.
* Provide classroom management to a classes in the absence of a teacher (for up to a maximum of 5 days for the same teacher, including the first 3 days of absence).
* Communicate the set work to the students and ensure that they are aware of the expectations during the course of the lesson with regard to task completion.
* Motivate students to complete the tasks and encourage them to interact and work co-operatively with others, as appropriate.
* Respond to questions from students in respect of processes and procedures.
* Manage the behaviour of students to promote and maintain order and a calm working environment for students.
* Refer behavioural issues, arising in class, to the appropriate Head of Department, using the school’s agreed referral processes.
* Collect completed work at the end of the lesson and return it to the class teacher/Head of Department, as appropriate.
* Collate a bank of supervision work for all subjects in liaison with the relevant Head of Department. All cover and supervision work to be set by the class teacher for foreseen absences, or the Head of Department.
* Support and help coordinate the delivery of effective student leadership.

**Support for the School:**

* Examination invigilation.
* Accompany teachers and students on educational visits.
* Be aware of, and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
* Contribute to the school ethos, aims and development/improvement plan.
* Attend and participate in appropriate meetings and training courses
* Participate in the school’s Performance Management Programme and engage in appropriate continuing professional development.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

**General**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_ Headteacher

D Aspinall

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_ Post-holder