

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Assistant Head of Year	Location	Abbeyfield School
Salary	Grade G Points 8 – 13 £25,992-£28,163 FTE. Post be paid pro-rata. Actual Salary - £23,503 - £25,466	Hours	37 hours per week, 39 weeks per year Permanent
Department	Support Staff	Reports To	Head of Year

JOB PURPOSE:

To contribute to the overall achievement and welfare of students
 To work closely with the Head of Year, teachers and other pastoral staff members to ensure the needs of students are met.

KEY RESPONSIBILITIES AND DUTIES:

- Develop a culture for learning by having a relentless focus on the behaviour needed to achieve this and encouraging ambition and self-esteem.
- Have a high-profile during lessons, assemblies unstructured times, to ensure good punctuality to lessons and to promote a calm and productive environment.
- Promote high levels of behaviour, punctuality and attendance and implement agreed sanctions and follow up actions.
- Respond to on calls.
- Support on call.
- Isolate students if required and investigate incidents as requested.
- Compile and provide reports as requested.
- Provide individual students with support or mentoring on a 1:1 basis or in small groups.
- Build positive relationships with parents, working collaboratively with them to ensure engagement, support and positive communication.
- Ensure high standards of uniform and appearance.
- Support staff with restorative conversations.
- Ensure Arbor is always up to date.
- Supporting the organisation and running of Year group events.
- Support the Head of Year with other tasks appropriate to the role.
- Attend regular meetings.
- Undertake any relevant training and courses.
- Undertake break time supervision duties.
- To undertake any other duties as reasonably requested.
- Support a high-quality pastoral structure so that all students fulfil their potential.

JOB DESCRIPTION AND PERSON SPECIFICATION

- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for pupils.
- Maintain an environment which feels safe and enables students to report any concerns or complaints.
- Act as a first-aider and undertake any relevant training as and when necessary.
- Attend and participate in relevant meetings as required.
- To maintain confidentiality at all times including implementing data protection policies.
- To contribute positively to and support the overall aims and values of the school.
- To fully support the life and work of the school.
- Support the school's fire and emergency procedures by being familiar with the instructions for staff and children located in all teaching areas and taking appropriate action should the need arise.
- To develop and maintain positive, constructive and effective professional relations with all staff, parents, advisors and support professionals, the local community and Governors
- Support the promotion of good attendance.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Principal.
- This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.
- The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.
- This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Good English and Maths skills, preferably to GCSE Grade 3 minimum or equivalent. 	<ul style="list-style-type: none"> • Further relevant qualifications e
EXPERIENCE	<ul style="list-style-type: none"> • Strong understanding of Behaviour Policy • Evidence of working in a similar setting. • Ability to recognise safeguarding concerns. • Experience of working with children or willingness to engage with 	<ul style="list-style-type: none"> • CPOMS • Experience of working in a school. • Arbor

JOB DESCRIPTION AND PERSON SPECIFICATION

	appropriate training to develop this experience.	
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Ability to effectively communicate with a wide range of audiences, verbally and in writing. • Ability to develop a philosophy of high aspirations and expectations for every student, giving cognisance to SEND, equal opportunities, diversity, ethos and student management. • The ability to use inclusive de-escalatory strategies and sanctions appropriately. • The ability to positively model the ARK school values. • Experience of contacting parents/carers, clearly effectively communicating. • Experience of mentoring young people with a positive impact. • Ability to manage difficult and emotive situations • Ability to utilise strategies to support pupils in achieving learning goals • Ability to relate well to children and adults and establish good working relationships • Ability to respect and maintain confidentiality • Ability to use standard ICT packages including Microsoft Office • Ability to build positive relationships with colleagues • Ability to work well under pressure and manage competing • deadlines 	<ul style="list-style-type: none"> • Awareness of procedures relating to child protection, health, safety and security, confidentiality and GDPR.
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Demonstrate caring, patience, energy, motivation, commitment and empathy 	

JOB DESCRIPTION AND PERSON SPECIFICATION

	<ul style="list-style-type: none"> • Organised, efficient, calm and enthusiastic. • Motivate, inspire and have high expectations of students. • Creative approach to problem solving. • Work calmly under pressure. • Committed to personal and professional development. • • Good interpersonal skills, and the ability to enthuse and motivate others. • Ability to work as part of a team and on own initiative. • Self- motivating with the ability to multi-task 	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.