BARTON MANOR SCHOOL (BMS)
JOB DESCRIPTION

Name:	
Job Description:	Assistant Head of Year
Grade:	BCAT 7
Employed for:	37 hours per week, term time only + 2 SDDs
Hours:	08.00 – 16.00 Mon – Thurs, 08.00 – 15.30 Fri (to include 30 minutes unpaid lunch break
Responsible to:	Head of Year
Responsible for:	**Academic and pastoral progress within a year group.**

Purpose

To provide a complementary service to existing teachers and pastoral staff within the School, addressing the needs of children, supporting them in overcoming barriers to learning and enabling them to achieve their full potential thereby supporting the school to raise standards of achievement, improvement, attendance and raise standards of behaviour.

Safeguarding

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to safeguard all students at all levels across the school community**. It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:**

Policy and Procedure

- Act as a champion of the school's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out your role effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant your role and your responsibilities for safeguarding
- Obtain access to relevant resources

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

Necessary Experience

- Good standard of Education (Level 3) together with good numeracy and literacy skills (GCSE English and Maths or equivalent).
- Assistant Head of Years will be expected to mentor pupils to raise expectations and aspirations as part of the brief and if required support individuals with their learning.
- At least 2 years' experience of working closely with children
- Ability to use basic technology (computer, email, photocopier etc.)
- Knowledge of policies and procedures relating to safeguarding, health & safety, security and confidentiality.
- Ability to relate well with children and communicate diplomatically and tactfully with adults (e.g. parents)
- Must be motivated and be able to work independently with minimal supervision.

Person Specification

An Assistant Head of Year should be:

- Proactive and dynamic
- Approachable
- A good listener
- Non-judgemental
- A role model

- Positive and reliable
- Realistic
- Patient
- Most of all, to be committed to mentoring

Through their work with students they will seek to:

- Foster the participation of the student in their own assessment for learning
- Enable students to become independent learners
- Help to raise standards and achievement

Accountabilities	**Indicative tasks/actions**
Investigate learning, attendance and behavioural problems concerning individual students and help resolve the problem and/or equip the student with the skills and strategies to improve matters	Liaise with appropriate HOY and take appropriate actions. Updating HOY and AHT and DHT Advise and support in one-to-one or group mentoring as appropriate
Promote a culture of excellence within the school ensuring students abide by the Code of Conduct and uniform/dress codes.	Monitor student presentation and behaviour. Liaise with HOY/AHT/ DHT where issues arise.
Support and assist school staff dealing with challenging student situations in order for the needs of the student to be adequately met.	The Assistant Head of Year will liaise with parents, after consultation with the Head of Year/ Assistant Headteacher, SENCO, keeping them informed of the child's progress and outlining the support programme in place
Collating and compiling information and data about individual students to support the HOY.	Liaise with subject staff Recording incidents on BROMCOM, Behaviour Watch Reporting back to the HOY
With the HOY devise, implement and evaluate individual student action plans to enable students to access learning activities and raise achievement.	Raising student self-esteem by showing interest not only in their work but their general well-being.
Liaise with the AHT, HOY & SENCO to identify students where there are barriers to learning.	Develop strategies for identified target groups and individuals as agreed with DHT, AHT & HOY. Share good practice. Organise and supervise homework club every evening (on a rota with other AHOYs/behaviour Manager)
Together with the HOY, monitor the pastoral and academic databases.	Attend lessons with students to support them in the classroom as necessary
Develop a mentoring relationship with students identified as needing support.	Giving individual support in the classroom under the management of the teacher directed by the HOY

Support individual students in developing strategies to develop their study skills, organisation and revision techniques.	Inform parents and update teaching staff and HOY/AHT, DHT. Co-ordinate all internal study eg. isolated students etc.
Identify issues that impact negatively on cohesiveness of a school year and suggest where intervention may improve learning and development of students	Attend tutoring sessions and liaise with form tutors to feedback and act as appropriate. Monitor school events and student visits Liaise with PSHEE coordinator
Encourage students to participate in and out of school learning activities to enable them to develop social skills and improve their standards of behaviour.	Assisting students to increase their knowledge, understanding and skills across the curriculum This may include setting up, organising, co-ordinating and staffing these activities to ensure they meet the standards required
Liaise with school staff, EWOs and other external agencies to identify students at risk of disaffection and share this information in order for the necessary action to be taken.	Liaise with the SENCO on appropriate strategies for students on the SEN register, or those as identified as underachieving by the Heads of Year/AHT, DHT; including study skills, learning styles, organisational strategies. Organising and leading homework club (out of hours learning club), on a rota with the other learning mentors), to mentor and support identified students.
Maintain regular contact with families/carers of children in need of extra support in order to keep them informed of the child's needs and progress to secure positive family support and involvement.	Attending all reviews of a students' referral, including those in school and those involving outside agencies.
Contribute to the monitoring and evaluation of the effectiveness of support strategies used within the school.	Feedback to key staff within the School and attend relevant meetings.
Participate in student activities and events to promote the school's ethos, to raise own profile as a role model and a source of support to students	Participating in prefect activities Run clubs eg homework club Help organise students during examination period as requested by the exam secretary Help with the induction of new students Participate in and help organise focus days and PSHE sessions.
Referral Unit Management.	To liaise with the Assistant and Deputy Headteacher on a regular basis in regard to the RU. To liaise with subject staff to provide work for students in the RU. To contact parents to inform them that their child has been taken to the RU and to explain the reason for this. To return a student to their lesson as soon as that student is calm and able to access the lesson they came from, or to access the following lesson. To liaise with Head of Year/Deputy and Assistant Headteacher/ Behaviour Managers about factors that may be impacting on behaviour of students who come to the RU eg personal problems, difficulties

	with interpersonal relationships with staff or other students To support student learning while in the RU. To use Restorative Approaches to provide opportunities for students to reflect on their actions both within the RU and then in lessons after their sanction. To establish effective 1:1 mentoring and other supportive relationships with students. To supervise and support students out of directed lesson time, including before and after school if appropriate and within working hours. To attend relevant meetings as requested. To keep accurate records pertaining to the RU as required by the Deputy Headteacher and Assistant Headteacher To manage all resources in regard to the RU.
Provide intervention programmes in line with the 'Waves of Intervention'.	Develop and implement necessary interventions strategies to support in improving pupils' behaviour. Monitor and track these interventions enabling the HOY and SLT to assess impact.
Provide support with low level SG concerns	Support the DSL where necessary with low level SG concern forms.
Duties Supervise students as required around the site during student break periods	Carry out duties as required Promote the school's ethos, be a role model and lead by example. Uphold the School's behaviour policy Ensure that H&S requirements are met.

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

Conditions

- The Assistant Head of Year will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

- The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Headteacher the other.

Signed…….

Date…….