



JOB DESCRIPTION

Job Title:	Assistant Head of Year
Grade:	F
Hours:	37 hours per week, term time only
Responsible to:	Head of Behaviour for Learning/Behaviour Management and Deputy Headteacher
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<u>Internal:</u> Heads of Year; Teachers; Staff; SEMH Support Team; SEND Team; Safeguarding Team; Senior Leadership Team, Headteacher <u>External:</u> Parents/carers, external agencies

Main Purpose of Job

To support the pastoral care, personal and academic development of all students by supporting Year Teams. To contribute to the wider aims and ethos of the school by using, applying and supporting school systems and routines. To build positive professional relationships with a range of internal and external stakeholders in order to support the best outcomes for young people.

Duties and Responsibilities

Pastoral Leadership

1. Monitor students in year groups on a daily basis and action accordingly. Act as a key worker for identified students where assigned.
2. Monitor students in the year groups on report on a daily basis (check and sign and liaise with the relevant Head of Year).
3. Receive and deal with Year referrals. Liaise with the Head of Year on respective outcomes, sanctions and follow up.

4. Ensure The Hub and student services are staffed before, during and after school, as well as at social times, to provide emotional and logistical support and drop-in sessions.
5. To assist with the effective running of sanctions and rewards for the assigned year group.
6. To assist with social times, including supervision, as agreed with the Head of Year.
7. To provide emotional support to students throughout the day.
8. Assist the Head of Year with administrative tasks and procedures.
9. Take appropriate steps to ensure student compliance with school rules and procedures
10. Record information on the appropriate software platforms and other systems as required
11. To communicate with parents/carers promptly as agreed with relevant Heads of Year and to use own initiative
12. To proactively work as part of the pastoral team to support excellent student outcomes.
13. Liaise with outside agencies about specific students as an agreed caseload with relevant line manager. This may involve attendance at off-site meetings.
14. To liaise with and support the Attendance Team with strategies to support excellent attendance at school.
15. To liaise with the Emotional Health and Wellbeing Champion, school counsellor and Learning Support and refer students where needed.
16. To help and assist in the organisation of the year group trips and events.
17. Signpost students to the relevant outside agencies, including completing referrals as required.
18. To work with the Safeguarding team and engaged with appropriate training. Follow safeguarding processes around identifying, reporting and sharing information about concerns as appropriate.
19. Facilitate Restorative Practice to provide strategies and support.
20. Support teachers in dealing with student behaviour and emotional welfare through liaison and feedback in accordance with the Relationships and Behaviour for Learning, BFL, Policy.
21. Support students through pastoral care to engage fully with the curriculum and attend school and their lessons regularly.
22. To support the learning and personal development of students on a one to one basis.

Learning Support

1. To support the relevant Head of Year in identifying students with learning support needs and referring them for intervention.
2. Contribute to Pupil Passports as required.
3. To liaise with Learning Support and the SENDco as required for SEND students and follow up any actions.

Other

1. To attend school briefings, staff meetings and school based INSET training as required.
2. To meet daily with the relevant Head of Year.
3. To attend year group SLT link meetings, attendance meetings, additional needs meetings, plus any other meetings relevant to caseload.
4. To remain aware and work within all relevant school working practices, policies and procedures. To contribute to the development of policies and procedures including child protection, health and safety, security, confidentiality, and other key procedures.
5. To contribute to the overall ethos and aims of the school.
6. To be aware of, and work in accordance with the school's safeguarding procedures, and to raise any concerns relating to safeguarding.
7. Organise and run the photographs for years 7, 9 and 11.
8. Support the facilitation of or organising year group events such as year 6 to 7 transition, summer school programmes, proms and other events.
9. Support the relevant Head of Year in the planning and preparation of resources for the year groups.
10. Support the relevant Head of Year in the monitoring and assessment of student progress.
11. To assist with the organisation and attendance at Progress Evenings and other parent events.
12. To deputise for the Head of Year as required.

Responsibilities applicable to all Trust employees

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.
2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.

Date Updated: June 2024

Updated by: Senior HR Officer



PERSON SPECIFICATION

Job Title: Assistant Head of Year

Department/School: Liskeard School and Community College

Attributes	Essential	Desirable	How identified
Relevant Experience	Reasonable experience of working with children	Experience of working with children within a classroom environment or similar at different key stages	Application form/ interview
Education and Training	GCSE (or equivalent) in a range of subjects including English and Maths Good levels of literacy and numeracy		Application form/ interview
Knowledge and Skills	Knowledge of a particular area of child development or children's needs Ability to manage young people well Organisational skills and the ability to organise and manage school resources Competent ICT skills Good communication skills	Knowledge of a range of issues relevant to education and child development High level ICT skills Knowledge or skills in relation to supporting child development and/or emotional health and wellbeing e.g. anger management; social skills; attachment; self-harm	Application form/ interview

		A good understanding of SEND and associated barriers to learning	
Any Additional Factors	Commitment to the school's vision and ethos Ability to prioritise different demands Able to work to deadlines Self-motivated and able to work in a team An interest in children and education Patient and approachable Ability and willingness to contribute to effective teamwork Enthusiasm for and enjoyment of learning A commitment to the celebration of diversity within the year group An awareness, understanding and commitment to the protection and safeguarding of children and young people	Commitment to equal opportunities Commitment to further personal career development A good understanding of e-safety	Interview

Date Updated: June 2024
Updated by: Senior HR Officer