



Job Description

Post Title: Assistant Head of Year

Pay Scale: Grade 7

Responsible to: Head of Year

Main Purpose of the Post:

- To provide a comprehensive administrative, pastoral and welfare support service to the Academy students.

Principal Accountabilities:

- Establish good relationships with students, acting as a role model.
- Support senior staff in maintaining a positive climate for learning – promoting the Academy's core values at all times
- Create effective relationships with parent/carers and manage potentially conflicting situations by negotiating positively on behalf of the Academy.
- Be aware of, and respond to the students' needs, including social, health, physical, first aid and welfare matters.
- Provide a high profile Year Group presence during student free time, including before and after school and manage behaviour and create a calm environment.
- Respond to staff on-call to provide support and guidance during conflict situations within the Academy.
- Challenge student behaviour and values on a continual basis.
- Provide general clerical and administration support when necessary, e.g. appointment diary for Year team meetings, bookings for meetings and interviews, minute taking, photocopying, filing, faxing and routine correspondence.
- Assist in the arrangements for Academy trips and events, including collection and reconciliation of money.
- Manage, complete and record in-house detention sanctions liaising with SLT
- Create, maintain and update records on relevant IT packages.
- Liaise with Academy Staff, parents, external agencies and visitors by telephone and face-to-face.
- Liaise with Tutors to deliver weekly student reports and update notice board with student data.
- Undertake classroom checks for identified student absence and create reports for the Attendance Team and other relevant staff.
- Support students in the transition from Sirius Academy to other appropriate destinations, including employment, training or Higher Education.
- Deputise in the absence of Head of Year.
- Undertake other administrative tasks to support the Academy upon request.

General

- The above responsibilities are not exhaustive and are intended to describe the general nature of the role. Subsequently, the responsibilities may change or vary over time depending on the needs of the Multi Academy Trust; however, this will not change the character of the job or level of responsibility.
- The above responsibilities may involve having access to information of a confidential nature which may be covered by the Data Protection Policy (GDPR 2016). Consequently, confidentiality must be maintained at all times.
- The post holder must promote the Academy's Equal Opportunity Employment Policy.
- The post holder must be aware of, and comply with, policies and procedures relating to safeguarding and child protection, reporting all concerns to an appropriate person.
- The Health and Safety Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him or herself. Specific details are outlined in the Multi Academy Trust's Health and Safety Policy.
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him or her to perform the full duties of the jobs. If, however, a certain task proves to be unachievable, re-evaluation of the task will be given full consideration.

Knowledge, Skill and Experience:

- Have an awareness of the education process and external agencies linked with educational needs.
- Detailed knowledge of all students in that year group.
- Keeping effective and positive contact with parents/carers.
- High-level of interpersonal skills, including effective communication, advocacy and mediation skills with students and colleagues at all levels of the Academy.
- Able to work as part of a team and use own initiative.
- Excellent literacy and numeracy skills.
- Good organisational and prioritisation skills.
- Excellent time management skills.
- Experience of conflict resolution.
- Knowledge of all matters relating to child protection and safeguarding.
- Experience of working with vulnerable and/or disengaged students.
- Knowledge of services available to support students and parents.
- First aid qualified (or willing to undertake training).
- Excellent administration skills and previous experience working in an office environment.
- Effective IT skills and experience in the use of Microsoft Office packages.
- Able to work in a challenging environment and meet deadlines.
- Able to provide and analyse accurate statistical information.

Creativity and Innovation:

- Develop a positive atmosphere in Academy to facilitate teaching and learning.
- Manage students in conflicting situations requiring tact diplomacy and negotiating skills when required.
- Identify opportunities that engage disaffected students and progress their attainment.
- Support in identifying solutions with families to maximise attendance, raise attainment and reduce exclusion of students.

- Provide an efficient and effective administrative service to support the pastoral system in the Academy.
- Create meaningful reports which assist in raising standards.
- Develop appropriate intervention activities, when necessary.
- Work to Multi Academy Trust policies and procedures as stipulated in Academy Handbook.
- Design, develop and implement systems, office practices and procedures to ensure efficiency of the pastoral support system.
- Monitor and respond to student learning and behaviour at all times by making adjustments to supervised activities.

Decision-Making:

Discretion:

- Manage own workload to ensure the effective administration of pastoral support in the Academy.
- Decide when it is necessary to implement agreed de-escalation strategies to minimise risks of student behaviour becoming disruptive or dangerous.
- Use discretion when to seek advice from line management, e.g. bad behaviour, attendance and social and emotional needs.
- Respond to on the spot incidents requiring immediate attention/decisions on and off the Academy premises and/or without direct contact with a Senior Member of Academy Staff.
- Assist in identifying solutions regarding the health and emotional well-being of students in line with Multi Academy Trust policies and procedures.
- Liaise with class teacher and Line Managers to resolve conflict and difficulties with students.
- Act as an investigating officer for student issues when required by the Head of School, Deputy Head of School, Senior Leadership Team (SLT) and Academy Staff.
- Support the Academy's staff in relation to all matters of behaviour, attendance and attainment.
- Be proactive in the development of community relations.

Consequences:

- Positive impact on the quality of pastoral support offered to students.

Contacts and Relations:

- Contact on a daily basis with the Executive Principal, SLT and Academy Staff for the exchange of information.
- Contact on a daily basis with students and parents to offer support and guidance.
- Contact with Line Manager and Senior Leaders to raise issues and report information.
- Contact with external agencies, including Home Tuition Service, Family Initiative Service, Diversity Service, Children and Family Services, Academy Nurse, Educational Psychologist, police, etc.

Responsibility for Resources:

- Cash from parents for Academy trips.
- Walkie-talkie (on site only).
- Year group office general supplies.

Working Environment:**Work Demands:**

- Work is subject to interruption and internally fixed deadlines to ensure Multi Academy Trust policies and regulations are adhered to.

Physical Demands:

- Work will require physical effort, including the possibility of restraining a child displaying dangerous behaviour.
- There is a high demand for continuous movement around the Academy for long periods of time.

Working Conditions:

- Work will be undertaken in an office/school environment; although the post holder may be required to attend external agency meetings.
- There is potential risk from contentious parents during home visits.

Work Context:

- Work is undertaken in an office/school environment and may be subject to challenge from parents and students.
- There are high emotional demands from parents/carers within this role.
- Provide emotional ad hoc support and guidance to Academy Staff.

Position in Academy:

- Indicate how many staff for whom the post holder is directly responsible: 0.

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post. Moreover, the post holder may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The post holder is required to hold an enhanced level Disclosure and Barring Service check.

Date of Job Description

Date copy sent to post holder

Staff signature

Line Manager signature