

<b>Post Title and Grade:</b>	<b>Assistant Head of Year – Term Time Only</b>
<b>Reporting to:</b>	<b>Head of Year £20,900 – £22,900 FTE, £17,716 - £19,411 Pro Rata</b>
<b>Liaising with:</b>	Senior Leadership Team, Heads of Year, Parents and Carers, Teaching and Associate Staff and External Agencies
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To establish positive relationships with students, parent/carers, staff and external agencies in line with the school's vision and values</li> <li>• To provide the year group with high quality support. To ensure high levels of punctuality and attendance at all times.</li> <li>• To maintain high standards of behaviour by identifying barriers to learning and ensure these are raised and addressed</li> </ul>
<b>Areas of Responsibility and Key Tasks</b>	
<p><b>Behaviour and Standards</b></p> <ul style="list-style-type: none"> <li>• To support students in their learning, and encourage positive attitudes and behaviour in and around school</li> <li>• Uphold standards within the school regarding uniform and equipment</li> <li>• To direct and advise teachers in relation to behaviour, progress and effort of individual / groups of students</li> <li>• To support the Head of Year in managing the behaviour of the year group, establishing implementing other rewards/sanctions as appropriate</li> </ul> <p><b>Pastoral Intervention and Student Support</b></p> <ul style="list-style-type: none"> <li>• To support students with social and emotional difficulties, making referrals to internal and external agencies as necessary</li> <li>• To be aware of the vulnerable students within the year group and act as a champion for them, supporting in one to one discussions or small group intervention as necessary</li> <li>• To encourage and develop positive parental relationships between Form Tutors, staff and relevant agencies</li> <li>• Be on call and available to students and parents throughout the day</li> <li>• Facilitate the transfer or placement of students to and from other schools</li> <li>• To provide ongoing information/reports for outside agencies on students</li> <li>• To be present at the Parents' Consultation and Information evenings for the year group</li> <li>• To be available for students during lunch and break time where possible</li> <li>• To undertake a variety of duties including walkabout, and detention duty</li> <li>• To organise and manage the transition arrangements between all Key Stages as appropriate</li> <li>• To undertake learning walks and student trail and drop ins as required</li> <li>• To meet regularly with the Head of Year regarding students who are a concern in the year group</li> </ul>	

**Safeguarding**

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify students who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect students from maltreatment; preventing impairment of student's health or development; ensuring that students grow up in circumstances consistent with the provision of

safe and effective care

- To take action to enable all students to have the best outcomes

#### **Other duties**

- To continue personal development as agreed
- To engage actively in the performance review process
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to adhere to RFSS's agreed Code of Conduct
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
- This job description is current at the date shown but in consultation with the post-holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title

#### **Generic Responsibilities of all Rugby Free Secondary School Staff**

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or comes into contact with. Part of this responsibility involves the checking of visitor identification at the point of school entry and the issuing of relevant safeguarding information.
- Ensure all tasks are carried out with due regard to Health and Safety.
- To remain confidential at all times.
- To undertake appropriate professional development including adhering to the principle of appraisal.
- To adhere to the ethos of the School.
- To promote the agreed vision and aims of the school.
- To set an example of personal integrity professionalism

If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm and sense of humour to take us forward at this exciting time, then please get in touch.

To arrange an informal discussion or visit to the school, please email;

[sarah.abel@rugbyfreesecondary.co.uk](mailto:sarah.abel@rugbyfreesecondary.co.uk)

**To apply, please use the below link;**

- **RFSS school website:** <https://www.rugbyfreesecondary.co.uk/vacancies>

**Closing date for applications: Sunday 27<sup>th</sup> November 2022**

*This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.*

*The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.*

*The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. This job description is current at*

*the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.*

*We reserve the right to withdraw this vacancy at any time.*

*Learning Today, Leading Tomorrow (LT2) is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. LT2 is always happy to receive speculative applications from excellent teachers and support staff.*