



Assistant Head of Year.

Grade: BTC Band 06, Scale Points 10 - 12

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

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Core Purpose

To work within the (Student Support) Team managing the behaviour, welfare and academic achievement of students within a designated group of pupils. Working closely with pupils, parents and staff to remove barriers to learning progress, the post holder will support the development of high standards in all aspects of student behaviour, attitude and learning culture.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

- To support the work of the Head of Year Team by assisting with the planning, monitoring, assessing and delivering of various interventions for pupils within a designated group, ensuring use of, and feedback for, the most effective interventions.
- Monitor and record pupils' responses, learning achievements and progress against targets and prepare necessary paperwork for pupil reviews, including evaluation of progress against targets.
- Support identified students in need of specialised mentoring, and provide mentoring sessions where appropriate or facilitate alternative mentoring opportunities.
- Assist with the co-ordination of home/school links over a range of issues e.g. attitudes to learning and individual progress to establish a strong sense of culture and the learning purpose within the Academy.
- Support teaching staff in dealing with behaviour issues, implementing intervention strategies for both pastoral and learning progress by liaison with Heads of Year.
- Proactively monitor behaviour of all students, analysing any sub-group patterns and feeding back to Heads of Year as appropriate.
- Support the Heads of Year to identify students at risk of Alternative Provision and ensure that all support, internal and external, has been exhausted before transition. Equally support the academy's in-house alternative provision and plan for successful pupil transition back into mainstream school
- Contribute to the development and implementation of Student Support Plans and support the SEND Co in collating information for EHC plans and JCQ access assessments
- Participate in supervision duties during break and lunch time as well as being on call and managing the ATS students on a rota basis.

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Other Duties

- To attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- To promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- To be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time you may be required to carry out other duties commensurate with the role.

Person Specification

Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
Qualifications/Experience	GCSE or equivalent at grade C/4 or above in English and Maths. Demonstrates a commitment to the safeguarding and well-being of children and young people	A degree. Further completed professional study. Successfully leading and managing a team. Experience of data management.
Knowledge/Skills	Be fully committed to the vision of the Trust and promote its aims positively. To be fully committed to achieving the highest of standards and best practice across all aspects of the Academy. To be fully committed to change and able to adopt and promote a forward thinking and	

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	innovative approach to development.	
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