HARBORNE ACADEMY

**ASSISTANT HEAD OF YEAR JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Post Title:** | Assistant Head of Year  |
| **Salary:** | Grade 3 Point 23 – 28 (£22,174.94 - £25,735.61) Actual salary: £20,264.58 to £23,518.50 |
| **Purpose:** | * To support learners in achieving their potential through appropriate intervention and prevention strategies to overcome barriers to learning
* To help raise achievement, promoting good attendance and punctuality and improving home-school links.
* To uphold the implementation of the academy Culture for Learning Policy under the supervision of the Progress Leaders and Deputy Headteacher
* To work specifically with children whose behaviour and disaffection has significant impact upon their attainment
* To support and promote the ethos of the school
 |
| **Reporting to:** | Head of Year / SLT Link |
| **Responsible for:** | N//A |
| **Liaising with:** | Head of Years, Teaching staff, Students, Parents, Deputy Headteacher’s, Pastoral Manager, External Agencies |
| **Working Time:** | Term time only 36.5 hours per week  |
| **Disclosure level:** | Enhanced |
| **MAIN RESPONSIBILITIES** |
| * To support students who are disaffected and/or disengaged to help them identify and realise their potential
* To counsel and mentor students individually or in small groups to implement preventive strategies which support the academy’s culture for learning
* To identify and discuss issues relating to individual students with Head of Years and the Pastoral Manager and identify strategies to promote achievement
* To deal with issues raised by students during confidential discussions promptly and inform relevant staff of the issues and the action taken
* To source external mentoring groups to deliver programmes to support groups and individuals as required
* To maintain records of all mentoring activities
* To administer the behaviour management processes and systems
* Under the direction of Progress leaders investigate incidents, take statements from pupils and contact parents/guardians where appropriate
* To undertake regular roaming and zoning duties linked to the associated year groups
* To provide support to teaching staff in managing individual students
* To support the organisation and implementation of the detention system and monitor attendance at sessions
* To attend weekly meetings with Head of Years and/or pastoral teams
* To supervise students during examinations, breaks, lunchtimes and other unstructured times as required
* Provide pastoral support for teaching colleagues, covering registration and tutor periods when necessary
* To develop and maintain positive relationships with students, parents and carers
* To liaise with parents, external agencies/providers as necessary
* Under the direction of the Head of Year for Y8 support students through the option choice process
* To undertake any other duties as reasonably required

**ADDITIONAL DUTIES** **Staff Development and Appraisal*** To undertake such staff development activities as required by the Deputy Headteacher
* To maintain an up to date knowledge of specialist area of behaviour management.
* To participate in the Performance Development Review Scheme
* To undertake wholeheartedly any staff development needs diagnosed during such appraisal

**Management and Administration*** To provide required statistical information within the time scale set by the Deputy Headteacher.
* To maintain records of mentoring in accordance with requirements of the post
* To produce, log and file all documentation linked to all incidents
* To meet all deadlines for the production of information

**Quality and Student Evaluation*** To participate fully in all quality inspections and visits from external professionals
* To implement as required academy quality procedures.
* To fully participate in student evaluation programmes as required.
* To undertake any other duties as reasonably required
 |
| **GENERAL MATTERS** |
| * To set an example of personal integrity and professionalism
* A responsibility of promoting, safeguarding the welfare of children and young people he/she is responsible for or comes into contact with
* To ensure all tasks are carried out with due regard to Health and Safety
* To keep up to date with changes at the academy through e-mails, staff briefing notes and attendance at relevant meetings
* To seek / implement modification and improvement where required
* To ensure effective communication as appropriate with all stakeholders
* To play a full part in the life of the academy community, to support its ethos and to encourage staff and students to follow this example
* To continue personal development as agreed
* To engage actively in the performance development review process.
* To complete first aid training
* To follow academy Policies and Procedures, including but not limited to the office procedures and protocols
* Any other duties commensurate with the role

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identifiedEmployees 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.The academy 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 you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. |
|  |  |

****

**Assistant Head of Year Person Specification**

|  |  |  |
| --- | --- | --- |
| **Criteria**  | **Essential** | **Desirable**  |
| Educated to Level 3/A level or equivalent qualifications or above, including GCSE Mathematics and English |  |  |
| Ability to establish positive relationships with students in which the student feels supported or challenged as appropriate to their needs |  |  |
| The ability to feedback to the head of year, teachers and parents on patterns of behaviour/trends and the outcomes of any concerns/incidents that have arisen |  |  |
| Able to handle often difficult conversations with parents requiring tact and diplomacy regarding student misbehaviour/personal problems and use of school sanctions/external agency support |  |  |
| Experience of regular and successful working with students who exhibit challenging behaviour in any context |  |  |
| Strong working knowledge of strategies which promote good behaviour and discipline |  |  |
| Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up-to-date |  |  |
| Commitment to inclusion and a child-centred approach |  |  |
| Understanding of responsibilities relating to the safety and well-being of pupils |  |  |