

Lancashire County Council

Job description for the post of: Assistant Head of Year (TA3)

Directorate: Children and Young People

Location:

Sir John Thursby Community College

Establishment or team:

Pastoral Team

Grade:

6

Pt 11-19

Line manager:

Assistant Headteacher

Car user:

Preferred

Core Purpose

Making Lancashire a place where everyone matters. A place where everyone can enjoy equal and quality life chances and be respected in their communities.

Corporate Objectives

Lancashire a place where people can

- Feel safe
- Lead healthy lives
- Get help if they need it
- Learn and develop
- Work and prosper
- Travel easily and safely
- Enjoy a high quality environment

The purpose of this job is:

To provide day-to-day pastoral care for students. To work collaboratively in meeting the personal, social and curriculum related needs of students, including those with special needs and/or bilingual needs, and to establish positive relationships with students and their families. To promote and maintain an excellent climate for learning within the school.

Core tasks

- Act as the first point of contact for students' pastoral needs
- Support the work of the Head of Year
- Use data effectively to identify students who are underachieving or not fully engaging in learning at year group level
- Make a key contribution to raising levels of attainment via the implementation of monitoring and evaluating of individual students' progress
- Motivate students to take an active part in their own learning through mentoring and support
- Meet students' social, emotional and behavioural needs through mentoring and support
- Develop good relationships with students, parents and carers
- Work with small groups of students to deliver support with students' social, emotional and behaviour needs
- Liaise with outside agencies in supporting students' wellbeing and learning
- Engage parents and families to play an active role in their child's education
- Support class teachers in maintaining a good learning environment to enhance learning
- Act as a first point of contact for out of class concerns relating to student conduct
- Support events and activities relating to the year group e.g. assemblies, parents' evenings

Support for the College

- Assist in providing a purposeful, orderly and supportive environment for learning
- Support the promotion of positive relationships with parents and outside agencies
- Work within college policies and procedures
- Attend staff training/meetings as appropriate
- Take care of their own and other people's health and safety
- Provide First Aid support (training will be given)
- Liaise with the college's appropriate person with regard to the ordering supplies and equipment
- Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required
- Be aware of the confidential nature of issues related to home/pupil/teacher/college work
- Assist in the supervision, training and development of other members of staff
- Undertake cover supervision for whole classes

Support for the Curriculum

- To be familiar with the content of the college curriculum
- To assist in the delivery of appropriate programmes of work
- To support the use of ICT in learning activities

Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Prepared by: L. Tibbs

Date: June 2022

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.