

## Job Description

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**Job title:** Assistant Head of Year

**Main purpose of job:**

Support the Head of Year with collaborative responsibility for the well-being of students within a year group to ensure that the student's impeccable conduct reflects the academy's effective strategies to promote high standards of behaviour.

**Department:** Pastoral

**Location:** Plume Academy

**Position reports to:** Head of Year

**Position is responsible for:** No  
Supervisory Duties

**Length of contract:** Permanent. 37 hours  
per week, 39 weeks per annum

**Salary:** Band 4 Point 26 Support Staff  
PayScale. Full time annual salary of  
£26,724; pro rata salary of £22,910

### Key Responsibilities and Accountabilities

#### Outcomes

- Ensure that relevant evidential paperwork is gathered processed and in place for isolations and exclusions and incidents
- Attend relevant meetings e.g., following exclusion
- Liaise with send regarding student behaviour and pastoral support planning
- Work with the head of year and the attendance officer to ensure students value education and attendance is at least good
- Manage and monitor the behaviour report system
- Undertake lunchtime and break duties as appropriate
- Assist with display boards and presentations
- Promote, implement and monitor agreed year award/reward schemes
- Manage referral systems
- Support and monitor students with emotional, behavioural and special needs
- Support events and activities where students in the Year Group may be involved and encourage students to contribute to the Academy and wider community.

- Attendance required at parents' evenings, mentoring evenings, staff meetings and INSET days.

### **Provision**

- Liaise with Faculty Leaders and/or Head of Year on issues relating to student learning.

### **Leadership and Management**

- Liaise with Designated Safeguarding Lead/Deputy Designated Safeguarding Lead regarding referrals to outside agencies
- Attend multi-agency meetings
- Liaise with parents and carers regarding behavioural issues eg isolation or exclusions
- Attend and assist with the organisation of parents' evenings and other events as necessary
- Attend weekly management meetings
- Point of contact for parents.

### **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance in the academy's equal opportunities policy

**The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment**

**Date of next review:** Annually in line with the PMR process.

## Person Specification

**Job Title:** Assistant Head of Year

**Department:** Pastoral

<b>Person Specification - Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Educated to Level 2 standard of education	✓	
Evidence of further professional study		✓
Good level of understanding of ICT in Microsoft packages		
High standards of achievement and professionalism	✓	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	✓	
Experience of successfully managing whole academy issues and initiatives	✓	
Experience of managing staff and students to resolve conflict	✓	
Experience of responsibility in a pastoral area		✓
<b>Knowledge, Skills, and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Thinking creatively to anticipate and solve problems	✓	
Organisational and planning skills including prioritisation of tasks	✓	
Demonstrates outstanding leadership traits and is comfortable as a team player	✓	
Ability to work as part of a team and on own initiative and with resilience	✓	
Ability to utilise data effectively to monitor progress and evaluate performance	✓	
Staying calm and cheerful when working under pressure	✓	
Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs	✓	
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	✓	
Commitment to the personal development of all students, staff, and self	✓	
Knowledge and understanding of safeguarding issues	✓	
Ability to involve parents/carers, teachers, pupils, and other stakeholders constructively in assisting with pupil needs	✓	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
Ability to maintain trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people	✓	
A creative and imaginative thinker who can identify innovative solutions to problems		✓
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	
Flexible and adaptable	✓	