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**Job Description**

**Assistant Head of Year**

Assistant Heads of Year are responsible to the Head of Year for:

Supporting the Head of Year’s vision and establishing a culture of high expectations amongst the students in the year group by:

a) Being present to warmly welcome the students as they enter the building each morning; to set the tone for the day in terms of behaviour, punctuality and uniform

b) Investigating disciplinary matters and taking early disciplinary intervention

c) Ensuring students are informed of the reason for their sanction and collection to ensure they attend sanctions

d) Supporting the organisation and administration of year group-related reward events (such as AIR, graduation and the Year 11 Prom)

Communicating with staff, students and parents, with compassion and courage, within a set timeframe by:

a) Responding to referrals from staff in a timely manner and ensuring feedback is given

b) Communicating clearly and honestly with parents so they are able to join with the Academy in supporting and challenging their child, where improvements are required, or celebrating their child’s successes

c) Communicating clearly with the Head of year through recording all incidents on school pod for tracking

d) Addressing the heart of students by listening to and understanding them, bringing them to an acceptance of their mistakes and endeavouring to restore relationships

Safeguarding and supporting the students in the year group by:

a) Monitoring absence of individual students, particularly the most vulnerable and students educated elsewhere

b) Identifying underachieving students and encouraging them to attend interventions

c) Supporting the learning mentors with safeguarding by taking responsibility for TAC, ASMs and EHAs

Other bespoke duties

a. Academy-wide provision for student welfare in accordance with specialist training, including a small contribution to Alternative Provision at Emmanuel House

b. Any other reasonably delegated responsibilities

**Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectations.**