

Job Description

Post Title:	Deputy Head of Year
Grade:	7
Reports To:	Head of Year
Responsible For:	

Overall purpose of job:	
To provide support and delegated leadership for a year group of students and the team of staff who support them, in order that all students are able to become the best that they can be.	
Main duties and responsibilities:	
1.	Work alongside and support the Head of Year strategically and operationally with students, parents and staff
2.	Manage the year group in the HOY's absence and when they are teaching
3.	Be a confident figurehead for the year group. At times dealing with challenging students and parents with support from middle and senior leadership
4.	Manage students' emotional and mental wellbeing in the year, establishing strategies and systems to enable them to manage more independently
5.	Manage the internal exclusion room and 'on-call' on a timetabled basis and use the school's behaviour systems to manage students who disrupt learning
6.	Be an active member of the strategic pastoral and behaviour leadership team who meet regularly to share concerns and best practice
7.	Contribute to the development and review of the pastoral system, role of the form tutor and behaviour systems
8.	Consistently apply and promote the behaviour system and pastoral system across the school as a model of excellent practice, understanding how to also make reasonable adjustments in the delivery of the policy for specific students, e.g. those with an EHCP
9.	Support a team of tutors to enable them to consistently apply school policy and form time schedules/routines
10.	Support, and lead in the HOY's absence, effective tutor briefings that enable targeted action and support tutor and student development
11.	Support the establishment of a positive year group identity aligned with the mission, motto and vision for the school, contributing to the development of assemblies and tutor time and enrichment

12.	Have an impact across the whole year group, committing time to engage with and praise all students in the cohort as well as intervening where behaviour doesn't meet expectations
13.	Support and motivate students to develop a healthy competition within the year group alongside the whole school strategies
14.	Manage parent and student issues that have been escalated, or provide advice and guidance for the form tutors through the new systems and structures
15.	Liaise with parents in an efficient, timely manner and reinforcing reasonable parental expectations
16.	Have an awareness of the external agency support that is available, and work alongside the DDSL/DSL to complete My Support Plans, Pastoral Support Plans and referrals so that bespoke pastoral packages can be designed for particularly hard to reach students
17.	Ensure essential information about students is effectively shared with the appropriate people
18.	Keep clear and accurate records and evidence of work done, writing and contributing to reports when required
19.	Work closely with the Attendance Officer to support year group or other group/individual attendance concerns
20.	Be a role model for students, consistently demonstrating Millthorpe's motto, mission and vision
General:	
1.	Uphold professional standards for the role, and follow all school and Trust policies and procedures.
2.	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3.	Participate in performance management and take part in appropriate training and development activities.
4.	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5.	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

Person Specification

All points are essential unless otherwise specified

Qualifications	
1.	GCSE English and maths at grade C/grade 4 or above, or equivalent Level 2 numeracy and literacy qualifications
2.	<i>Honours degree (desirable)</i>
3.	<i>Further qualifications relevant to the role, e.g. social work qualification, advanced safeguarding qualification, etc. (desirable)</i>
Experience	
1.	Experience of working with children/young people, including experience of successfully working with challenging children/young people and those who have emotional and behavioural difficulties
2.	Experience of working with multi-disciplinary teams
3.	<i>Experience of working in a school environment (desirable)</i>
Skills/Knowledge/Abilities	
1.	Ability to develop effective, professional relationships with children/young people, based on mutual respect
2.	Excellent interpersonal and communication skills, including the ability to communicate to a wide variety of audiences, including pupils, parents/carers, colleagues, and external agencies
3.	Ability to manage challenging conversations with students and parents.
4.	Ability to use a range of ICT systems, including confidence in using standard computer packages (e.g. Microsoft suite, Google) and school-specific software
Personal Attributes	
1.	Ability to work well under pressure and manage competing deadlines
2.	Excellent personal organisation and a track record of timely delivery of tasks and projects, with a solution-focused approach to problems and competing priorities
3.	Ability to work both independently and as part of a team
4.	Able to use own initiative to and develop innovative solutions to problems and issues
Safeguarding	
1.	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2.	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3.	Satisfactory Enhanced DBS check