

Headteacher: Ms Angela Wallace BA Hons, PGCE, MA

## Mulberry Academy Woodside JOB DESCRIPTION

<b>POST TITLE:</b>	Deputy Head of Year
<b>PURPOSE:</b>	To work under the instruction/management of the Head of Year.
<b>REPORTING TO:</b>	Head of Year, SLT Line Manager
<b>SALARY/GRADE:</b>	TLR 2C
<b>DISCLOSURE:</b>	Enhanced
<b>MAIN DUTIES:</b>	<p><b>Support for Students:</b></p> <ul style="list-style-type: none"> <li>To be responsible for maintaining a high standard of uniform across the year group.</li> <li>To support tutors in ensuring that regular equipment and uniform checks take place and are followed up appropriately.</li> <li>To support and monitor attendance to all Period 7 lessons and other interventions.</li> <li>To assist with the clearing of the school site at the end of the day.</li> <li>To support attendance meetings with the EWO for students who take unauthorised holidays during term-time.</li> <li>To liaise with the Head of Year regarding behaviour, attendance and pastoral issues and support as directed.</li> <li>To support the Head of Year with preparation for assemblies and meetings as directed.</li> <li>To attend Referral Panel Meetings as appropriate.</li> <li>To attend Year Team Meetings as appropriate.</li> </ul> <p><b>Support for the School</b></p> <ul style="list-style-type: none"> <li>Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>To complete any additional tasks as directed by the Co-Headteachers.</li> </ul>

Part of the

**Mulberry**  
Schools Trust



Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.

Employees 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.

Employees are expected to present themselves and to act in a professional manner at all times, according to Woodside High School Code of Conduct.

Woodside High School has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people, and expects all employees to understand and promote its policies in their work. We expect that the post holder will give a high profile to equality of opportunity in all areas of activity.

The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is not prescriptive in that the needs of the school may change and this could necessitate revision in the future and amendment at any time, after consultation.

Signed: \_\_\_\_\_

Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_

