



JOB DESCRIPTION

Job title: Assistant Head of Year

Grade: Mainscale T1 – T9 Plus TLR 2C

Reports to: Head of Year

Line management responsibility: N/A

Main purpose of the job:

- To assist the Head of Year to promote the school ethos, vision and mission within the School. Under the direction of the Head of Year to facilitate and encourage a pastoral and learning experience which provides students with the opportunity to achieve their individual potential. To make a positive contribution to the spiritual, moral, social and cultural development of students within the school.

Key duties and responsibilities

- To uphold and implement the ethos and values of the Year Group and the School.
- To treat all students as individuals and contribute to their social, emotional spiritual, moral and academic development.
- To embed and develop the core British Values in individuals and the year group.
- To follow closely agreed syllabuses and schemes of work and to participate in their development and annual review.
- To plan, implement, deliver and review high quality lessons that meet the needs of the students and are in line with an agreed programme of study at KS 3 and 4.
- To mark students' work on a regular basis and record this in a mark book to show the students' progress throughout the year in line with departmental and School policy.
- To participate in and contribute to the appraisal cycle and INSET.
- To keep a record of assessment and attendance of students in class. To contribute to departmental and school tracking systems and the analysis of data to inform future target setting and planning.
- To develop a classroom environment that allows all students to succeed.
- To implement the school behaviour for learning policy.
- To contribute towards the provision of assessment methods and their evaluation as outlined in the assessment policy.
- To participate in the self-evaluation cycle.
- To liaise with colleagues, parents and agencies to meet the individual needs of students.
- To attend departmental, year team or any other meetings as required.
- To carry out a share of the supervisory duties in accordance with published rotas
- Contribute to the future development of the department, its resources and its teaching materials.
- To attend parents evening and other specific events.
- To make a positive contribution to the wider aspects of the school.

- To assist in the promotion of the good name of the School within the community
- To undertake any other duty as specified by the Headteacher not mentioned in the above.
- To comply with the requirements of Health and Safety Legislation and School Policy taking appropriate action where necessary.

Specific Duties

To lead and be responsible for:

- To develop an ethos within the year team in line with the whole school ethos
- To support the HOY with the planning, implementation and review of pastoral care for students in the designated year group
- To support the HOY with the safeguarding of students in the designated year group
- To lead on championing the success and achievements of the year. To support or lead the planning and coordination of year events, trips and activities that enriches the personal development of students and positively rewards students for their achievements
- To deliver assemblies as required/agreed
- To support the co-ordination of student support, planning alternative provision and liaising with the appropriate staff, and outside agencies
- To support the monitoring of the behaviour, achievements and welfare of LAC children within the designated year group
- To support the monitoring of attendance and support the implementation of appropriate strategies to ensure high levels of attendance and punctuality
- To support the HOY in putting strategies in place to ensure positive behaviour for learning across the year group.
- To ensure all students follow the school uniform code and ensure high standards of personal presentation of all students.
- To support with the planning and co-ordinating parents evenings for the designated year group.
- To effectively communicate with parents to ensure parental engagement.
- To liaise with outside agencies to ensure the best outcomes for all students, where appropriate.
- To work with colleagues to ensure there is effective transition within and between the years.
- To deputise for the HOY in during extended periods of absence
- Monitoring and evaluation of the school improvement plan in relation to the behaviour, safety and pastoral care of students.
- To contribute to the review and writing of the school self-evaluation and school improvement plan.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Trade union representation will be welcomed in any such discussions.

PERSON SPECIFICATION

Job title: Assistant Head of Year

Experience/Qualifications/Training	Essential	Desirable
A degree and QTS combined with evidence of recent INSET relevant to the post	✓	
Experience in an academic or middle management post	✓	
A track record of successful pastoral or academic work	✓	
A track record of role modelling high expectations and consistent implementation of school procedures	✓	
A track record of setting, expecting and achieving high standards from colleagues, students and yourself.	✓	

Skills and Knowledge	Essential	Desirable
Ability to communicate effectively with adults and students	✓	
Ability and confidence to hold all staff to account in the endeavour to ensure students make appropriate progress and achievement	✓	
Ability to work as part of a team	✓	
A positive commitment to raising students' self esteem	✓	
Knowledge of the National Curriculum	✓	
Ability to use ICT effectively	✓	
The confidence and competence to use student achievement data to intervene appropriately to support students	✓	
Awareness and application of Equal Opportunities within the workplace	✓	
To be able to lead, motivate and inspire a team of staff with a variety of experience, skills and understanding to promote high standards and raise levels of student achievement	✓	
Potential for future promotion to Pastoral Leadership		✓
Vision		✓

Personal Attributes	Essential	Desirable
High expectations of all students	✓	
Respect for students' backgrounds	✓	
Commitment to raising student achievement	✓	
Ability to motivate students	✓	
Demonstrate & promote positive values, attitudes & behaviour	✓	
Ability to effectively implement change and evaluate its impact	✓	
Good organisational skills	✓	

Special requirements	Essential	Desirable
Satisfactory enhanced DBS certificate.	✓	
Medical clearance.	✓	
2 satisfactory references.	✓	
Full UK driving license and access to a car during working hours.		✓

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.