



## Job Description

<b>Position:</b>	Assistant Head of Year
<b>Responsible To:</b>	Assistant Headteacher: Behaviour for learning, Heads of Year
<b>Responsible For:</b>	N/A
<b>Grade:</b>	SC5
<b>Working Pattern:</b>	37 hours per week, term time only.
<b>Disclosure Level:</b>	Enhanced DBS and barring list

### Core purpose of the post:

To assist senior staff and Heads of Year in their pastoral duties by :

- working with parents, staff and external agencies to support the academic and personal development of students;
- contributing to ensuring high standards of conduct and behaviour for learning of students in the year group;
- contributing to promoting the safeguarding, welfare and well-being of students in the year group;
- contributing to ensuring a high level of attendance by the year group.

### Duties and responsibilities attached to this post are as follows:

#### Managing student learning

1. To implement effective intervention strategies to ensure that all students are supported in achieving their potential.
2. To encourage students to develop as independent learners who take responsibility for their own learning.

#### Student Welfare and Behaviour

1. To have positive relationships with all members of the year group and get to know them as well as possible.
2. To develop and maintain a culture of good behaviour, tolerance and acceptance of diversity in the year group.
3. To encourage students to have high aspirations with regards to their future.
4. To monitor student behaviour issues through applying the school's behaviour procedures.
5. To liaise with Leaders of Learning over issues of student behaviour in the year group.

6. Support victims of bullying and prevent bullying through applying the School's anti-bullying policy.
7. Liaise with and refer to internal welfare/support staff and external agencies with regards to behaviour and welfare issues and participate in PSP/BSP and multi-agency meetings.
8. Contribute to the school's on-call system.

#### **Attendance**

1. To liaise with the Attendance Officer /Student Welfare Officer / Head of Year over the monitoring of attendance and punctuality and intervene with individual students as appropriate.
2. To encourage high levels of attendance students by the year group.
3. Cover/substitute attendance officer role when required.

#### **Communication.**

1. Report on student behaviour and well-being to parents.
2. Encourage attendance of hard to reach parents at parents' evenings.
3. To communicate with staff over of issues regarding behaviour, academic progress, well-being or attendance of individual students when appropriate.
4. To support the administration of Year 10 work experience, encouraging high aspirations.
5. Liaising with outside agencies.

#### **Administrative procedures for the Year Groups.**

1. Maintain the pastoral behaviour sanction system and in collaboration with the Heads of Year issue appropriate sanctions including SLT detentions.
2. Taking statements when there has been an incident from the students involved, witnesses and members of staff as required.
3. Assist the Heads of Year in the administration for students whilst on report.
4. Maintain the whole school achievements system including the distribution of prizes and notifying stakeholders of success via the newsletter/noticeboards/certificates etc.
5. Complete the filing of the statements and any other student filing as necessary.
6. Ensuring that safeguarding procedures are followed and information is recorded.
7. To be a point of contact for students who require uniform items to ensure they are compliant with the School's uniform expectations.
8. Provide cover for the Behaviour Support Worker by supervising students in BASE if required.

#### **Year 10 Work Experience**

1. To support the administration of Year 10 Work Experience placements.

#### **General**

1. To keep up to date with SIMS training.
2. To undertake exam invigilation, as required.
3. To undertake lunchtime supervision as required.
4. To actively support the vision, ethos and policies of the School.
5. To promote and safeguard the welfare of children you come into contact with.
6. To carry out other duties as are required and as are commensurate with the grade of the post.
7. This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

#### **Special Notes and Conditions**

The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff.

*This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the school. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.*

**Person Specification**  
**Essential / Desirable(D)**

**Qualifications**

GCSE maths and English Grade A-C or equivalent

Qualification in work linked with children and young people (D)

**Knowledge, experience and understanding**

Demonstrable experience of working in a busy and varied administrative role, ideally within a school.

ICT competent in using databases, spreadsheets and Word.

Demonstrate an understanding of issues linked to confidentiality.

Work within an education/social care setting. (D)

Previous work with young people and families. (D)

Demonstrate an awareness of child protection issues. (D)

**Personal qualities**

Good verbal and non-verbal communication skills.

Strong administrative and organisational skills.

Enthusiasm with a positive attitude.

Ability to communicate effectively with children and adults at all levels.

Demonstrate an understanding of working as part of a team.

Attention to detail.