



Wadham School – Job Description

Assistant Head of Year



Contract: Permanent

Weeks per Year: 37 hours/week, Term Time + INSET

Grade: Grade 13, Point 6

Responsible to: (Head of Year) and Assistant Headteacher – Culture and Values

Main Purpose

The main purpose of the Assistant Head of Year role is to provide exceptional pastoral support, resolving both day-to-day and longer-term barriers to learning and well-being pupils may face.

The role will involve direct working with pupils, colleagues and external professionals to ensure learning and pastoral needs are clearly identified and met.

The position also includes other administrative duties in support of the wider school, making this role both varied and interesting.

Main Duties and Responsibilities

- There is no teaching commitment
- To be responsible for a cohort of pupils.
- To be responsible for a key area within the Pastoral Team i.e., ISR/Detentions, My Concern, Monitoring of Social and Emotional Health or Alternative Provision, including Work experience.
- To carry out day to day tasks directed by the Heads of Year or the Senior Leadership Team such as investigating behaviour incidents, collecting and collating statements, completing actions from serious incident forms, etc.
- Promote good attendance (95%+) and punctuality.
- Liaise with the Attendance Officer and Access & Inclusion Manager for pupils in your year group.
- Promote positive behaviour in your allocated year group and across the school.
- Maintain high expectations in line with the school code of conduct.
- To establish and maintain positive and professional relationships with parents and pupils.
- To have an overview of all the different pastoral needs and support of pupils i.e., Learning Passport, EHCP, Mentors, external agency involvement, ACEs etc.
- To provide a link for parents, tutors, SENDCo, teachers, mentors, SLT and external agencies.
- To co-ordinate parental meetings for yourself and the Head/s of Year.
- Regular liaison with parent/carers through email, telephone or meetings.
- To support pupils re-engaging with learning in a classroom through learning conversations.
- To support pupils with their social, emotional and mental health needs.
- To support teachers and pupils by removing pupils from class when their behaviour is having a negative impact on other learners.
- To monitor pupil behaviour using SIMS and ensure appropriate sanctions are issued.
- To lead detentions and to ensure all pupils attend detentions.
- To oversee pupils on report and liaise with parents regarding progress.
- To be involved in the Pastoral Support Plan (PSP) process
- To record progress of pupils, who are on report, through good record keeping and information gathering from staff.
- To record minutes of all meetings and ensure copies are filed within the pupil profile on SIMS or My Concern.
- To attend Pastoral Team briefings and report on pupil issues such as lateness, behaviour, attendance, punctuality, detentions, etc.
- To provide reports for individual pupils for Pastoral and Safeguarding teams when required.
- To respond to immediate pupil concerns clarifying the situation for the Senior Leader/Heads of Year and to make decisions on the use of lower-level sanctions where appropriate.

- To support in the effective running and function of the Pastoral Hub, including staffing the triage desk on a rota basis with other Assistant Heads of Year.
- To publicise the achievements of your year group. (Collation of articles for the school magazine and Headteacher's newsletter and update Year Group notice boards/webpage)
- To prepare data and reports for HoYs as required.
- To support pupils going into ISR by using de-escalation techniques and a PACE approach.
- To provide supervision cover for pupils in the Internal Suspension Room.
- To help mend relationships by leading Restorative Justice meetings with pupils and staff.
- To liaise with external agencies, where directed, and to attend relevant meetings with them and/or parents as appropriate.
- To contribute to various other strategies as required, e.g., PSPs, TAFs, Core Group meetings, Parental Attendance contract meetings etc. in liaison with the relevant staff and/or relevant member of SLT.
- To refer upwards those issues that may need the guidance/involvement of outside agencies to the Head of Year, Assistant Headteacher, Deputy Headteacher or Headteacher.
- To intervene at an early stage, in liaison with appropriate staff, to support pupils showing signs of disengagement, absenteeism, underachievement and social exclusion.
- To take a proactive approach towards managing your own work and caseload.
- To maintain up to date records in accordance with agreed procedures and to provide written and verbal reports for monitoring and evaluation purposes.
- To attend training and participate in supervision sessions and Performance Management Reviews / Appraisal procedures in line with school policy.
- To follow all school policies and procedures, in particular those relating to safeguarding, inclusion and health and safety.
- The post holder will be expected to maintain appropriate levels of confidentiality, including handling sensitive information, in line with data protection legislation.

Other Duties

- To be flexible in working hours, due to the nature of the work
- To contribute to the management of school events, Open Evenings, parent's evenings, school trips, extra-curricular and social events.
- To complete break and lunchtime duties.
- To complete Removal and Learning Support Duties.
- To complete Detention duties. (With SLT support)
- To complete ISR duties. (With SLT support)
- To undertake any other administrative duties appropriate to the grading of the post as required for example, reprographics work, typing, filing, etc.

All Wadham staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the school. The duties and responsibilities may vary from time to time.

Personal Attributes

Education and Qualifications

5+ GCSEs or equivalent qualifications at grade 4 (C) or above, including English Language and Mathematics or a qualification relating to supervising/and/or directing pupil activity.

To have completed the Advanced Child Protection (interagency) two-day course or be willing to undertake this training upon appointment to gain this qualification.

Experience

The successful candidate/s must have experience of working with people and working in a school.

It is desirable that they have experience in working with vulnerable and challenging young people and safeguarding experience.

Skills and Abilities

Have good communication skills to support pupil learning and progress.

Establish relationships with pupils built on respect and trust to allow for confidence in support personal development and well-being.

Consistently model and promote the positive values, attitudes and behaviour expected.

Direct the work of other adults normally present in the learning environment (For example, members of the pastoral team)

Work effectively and supportively as a member of the school team.

Being flexible, with the ability to be proactive and use initiative.

Seek and accept support as part of personal improvement.

Have the ability and independence to make decisions in relation to the care, control and safety of pupils.

Excellent time management.

Communication skills with the ability to build effective relationships by being positive, optimistic, caring, kind and approachable.

Respect others and be able to embrace the ethos and values of the school.

Have the ability to support, challenge and inspire.

Motivation

Your resilience, energy and a positive attitude support the ethos arising from the school's Church of England Foundation, placing learning and well-being at the heart of what we do.

Notes

This job description may be amended at any time in consultation with the postholder. 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.

Key to Acronyms Used/Glossary of Terms Used in this Job Description

ISR = Internal Suspension Room
ACEs = Adverse Childhood Experiences
EHCP = Education Health Care Plan
DSL = Designated Safeguarding Lead
PSP = Personal Support Plan
TAF = Team Around the Family
SLT – Senior Leadership Team

SENDCo = Special Educational Needs and Disabilities Coordinator
HoY = Head of Year
AHT = Assistant Headteacher
DHT = Deputy Headteacher