

Job Description

Post: Assistant Head of Year

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live the mission, values and drivers every day.
- Support the head of year to oversee behaviour and attendance within the specified year group.
- Support the head of year to closely monitor and track behaviour and attendance data on a daily basis and provide intervention when required.
- Support and challenge students and colleagues, meet parents and liaise with external agencies.
- Ensure a strong visual presence at all times, including before school.
- Support students and staff by visiting lessons daily.
- Supervise corridors during transitions; assist with dismissals / line-up as required.
- Support centralised detentions; manage restorative conversations between students and staff.
- Frequently acknowledge success in line with the academy expectations.
- Follow procedures to enable a positive outcome following a sanction.
- Support the head of year to ensure that homework completion is monitored accordingly.
- Support the head of year to oversee students on report and make contact with families when necessary.
- Support the head of year to plan and lead meetings and assemblies to embed a truly aspirational culture with extremely high expectations.
- Act as a role model for tutors by demonstrating high standards of pastoral care and academic monitoring of students.
- Ensure that all tutors have access to relevant materials to deliver high quality tutorial activities. Quality assure tutor times.
- Contribute to the organisation of parents' information evenings by encouraging and monitoring parent attendance to such events.
- Work in effective partnership with other assistant head of years / head of years in the trust and surrounding schools.
- Work with the senior leadership team to plan transition / induction events and student induction for any 'in year' admissions.
- Regularly liaise with the SENDCo.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Participate in, and lead, coaching; work in effective partnership with other leaders in the trust.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our academy calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.