



Together with our community we can achieve extraordinary things

Post Title: Assistant Head of Year

**Salary: Band 8/SO1 Scale Points 17 – 25
(37 hours TTO)**

Line Manager: Leader of Behaviour and Attitudes

Job Description

Core purpose:

- To take a lead role within the school to address the needs of pupils who need particular help to overcome barriers to learning and to assist the teacher in the management of pupils.
- To support the role of Heads of Year in developing an aspirational culture amongst students and fostering high expectations of motivation, participation and good behaviour.
- To lead a whole school support project.
- To supervise whole classes during short-term absence of teachers.

Specific responsibilities

Support for Pupils:

- Take a lead role in managing behaviour in classrooms and corridors
- Manage the supervision of pupils excluded from, or otherwise not working to, a normal timetable
- Assist the teacher with the development and implementation of individual education/behaviour/mentoring plans
- Establish productive working relationships with pupils, acting as a role model
- Arrange and develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils e.g. anger management
- Take a role in managing the speedy integration of those who have been absent
- Manage systems, provide information and advice to enable pupils to make choices
- Challenge and motivate pupils, promote and reinforce self-esteem
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.
- In conjunction with the Attendance Officer and the Head of Year, monitor the attendance of students and intervene where necessary
- Coordinate the implementation of aspects of the school's behaviour management system
- Maintain communication with parents in support of student attendance and behaviour
- To set and monitor targets (with the Head of Year and Inclusion Manager) for identified students
- To develop and maintain appropriate records of all such work

Support for the Teacher:

- Provide objective and accurate feedback and reports as required, to other staff on pupils' achievement, progress and other matters, ensuring the availability of appropriate evidence
- Manage record keeping systems and processes
- Take a lead role in the development and implementation of appropriate behaviour management strategies e.g. planned support for beginning/end of lessons, help teachers plan for behaviour, support with detentions
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- Support the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems, late detentions etc.
- Administrative support e.g. dealing with correspondence, compilation, analysis/reporting on attendance, exclusions etc.

Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting on all concerns to an appropriate person
- Be aware and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- To support, uphold and contribute to the development of the Academy's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community
- Supervise students at break and lunchtimes and out of school hours as requires
- Work closely with Hub and Inclusion staff
- Cover for absent Assistant Heads of Year

Cover Supervision

- Supervise whole classes during the short-term absences of teachers
- Maintain good order and keep students on task undertaking pre-prepared work
- Respond to pupils' questions and generally assist them to undertake set activities
- Deal with any immediate problems or emergencies using the school's policies and procedures
- Transfer the work and resources back to the teacher and feed back any issues
- Report back as appropriate using the agreed referral procedure on the behaviour of pupils in the class
- Develop skills to deliver ICT packages to pupils

Additional Duties

- To work collaboratively as part of the wider Trust, with the understanding that it is one organisation working in partnership to achieve the best outcomes for all pupils
- Ensure that the participation of other staff in professional development is encouraged and that they engage actively in the performance review process
- Regularly review own practice, setting personal targets and taking responsibility for own development
- Undertake other duties and responsibilities as is reasonably directed by the Executive Headteacher or Head of School

CPD

Maximise opportunities for personal development by:

- participating in INSET opportunities, both as a participant and leader of in house INSET sessions as required
- participating in annual self reflection and Performance Management procedures, identifying and requesting INSET opportunities as necessary
- participating in collaborative work and the sharing of best practice

General

All Academy staff are expected to:

- Work towards and support the Academy's vision and the objectives
- Support and contribute to the Academy's responsibility for safeguarding students
- Work within the Academy's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the Academy's Equality policies to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with children, young people, parents and colleagues

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- Engage actively in the performance review process
- Adhere to Academy policies and procedures as set out in the staff handbook or other documentation available to all staff

This job description should be seen as enabling rather than restrictive and will be subject to regular review

Person Specification

Assistant Head of Year

| Attributes | Essential | Desirable | How Identified |
|--------------------------------|---|---|--|
| Qualifications | <ul style="list-style-type: none"> • GCSE Maths & English Level C or above • Evidence of further education or training | <ul style="list-style-type: none"> • Qualification to work with young people | <ul style="list-style-type: none"> • Application |
| Experience | <ul style="list-style-type: none"> • Working with pupils with learning and/or mental health needs or student support capacity or other specific Behaviour Management • Working independently and with others • Experience of working with young people in a school or similar environment • Use of management information systems (SIMS etc) and associated ICT | <ul style="list-style-type: none"> • Effective coordination of a team monitoring, evaluating and reporting pupil performance and behaviour • Working with external agencies involving young people • Training related to supporting pupils in crisis | <ul style="list-style-type: none"> • Application • Interview |
| Specialist Knowledge | <ul style="list-style-type: none"> • Purpose of individual action plans, how they are formulated, implemented and reviewed • Knowledge of strategies for motivating young people and removing barriers to learning | <ul style="list-style-type: none"> • The scope of external agencies in support work with pupils | <ul style="list-style-type: none"> • Application • Interview |
| Practical/ Intellectual Skills | <ul style="list-style-type: none"> • The ability to set standards and provide support for students and staff • The ability to negotiate and communicate effectively with good oral and written communication skills, using good interpersonal skills • The ability to deal sensitively with people and resolve conflict • The ability to respond to complex situations • The ability to respond calmly to a variety of situations • The ability to work in isolation and 'think on your feet' | <ul style="list-style-type: none"> • Demonstrate a clear understanding and competence in using ICT • Analyse, interpret, understand relevant data and present it in useful forms to students, staff and parents | <ul style="list-style-type: none"> • Application • Interview |