

## Job Description

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**Job title:** Assistant Head of Year

**Main purpose of job:**

Support the Head of Year with collaborative responsibility for the well-being of students within a year group to ensure that the student's impeccable conduct reflects the academy's effective strategies to promote high standards of behaviour.

**Department:** Pastoral

**Location:** Plume Academy

**Position reports to:** Head of Year and  
ADSL

**Position is responsible for:** No  
Supervisory Duties

**Length of contract:** Permanent. 37 hours  
per week, 41 weeks per annum (one week of  
inset days included).

**Salary:** Band 4, point 26 (Support Staff  
PayScale within the range of 26-30). Full  
time annual salary of £29,939; pro rata  
salary of £27,102

### Key Responsibilities and Accountabilities

#### Outcomes

- To be a Deputy Designated Safeguarding Lead for the year group and be their primary lead for safeguarding for that year group
- Ensure that relevant evidential paperwork is gathered processed and in place for isolations and suspensions and incidents
- Attend relevant meetings e.g., following suspensions, SEND review meetings or TAF/CAF
- Liaise with send regarding student behaviour, safeguarding and pastoral support planning
- Work with the head of year and the attendance officer to ensure students value education and attendance is at least good
- Develop a positive working relationship with SEND regarding the students in each respective year group
- Manage and monitor the behaviour report system

- Completing risk assessments
- Undertake lunchtime and break duties as appropriate
- Assist with display boards and presentations
- Promote, implement and monitor agreed year award/reward schemes
- Manage referral systems and the completion of referrals to external agencies
- Support and monitor students with emotional, behavioural and special needs
- Support events and activities where students in the Year Group may be involved and encourage students to contribute to the Academy and wider community.
- Attendance required at parents' evenings, mentoring evenings, staff meetings and INSET days.
- To use our recording system for safeguarding – My Concern

### **Provision**

- Liaise with Faculty Leaders and/or Head of Year on issues relating to student learning.

### **Leadership and Management**

- Liaise with Designated Safeguarding Lead/Assistant Designated Safeguarding Lead regarding referrals to outside agencies
- Attend multi-agency meetings
- Liaise with parents and carers regarding behavioural issues eg isolation or suspensions
- Attend and assist with the organisation of parents' evenings and other events as necessary
- Attend weekly management meetings
- Point of contact for parents and carers

### **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance in the academy's equal opportunities policy



**The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment**

**Date of next review:** Annually in line with the PMR process.

## Person Specification

**Job Title:** Assistant Head of Year

**Department:** Pastoral

| <b>Person Specification - Qualifications and Experience</b>  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| Educated to Level 2 standard of education (including Mathematics and English at a minimum C grade [or grade 4] at GCSE or equivalent)  | ✓                |                  |
| Evidence of further professional study   |                  | ✓                |
| Good level of understanding of ICT in Microsoft packages   | ✓                |                  |
| High standards of achievement and professionalism  | ✓                |                  |
| Excellent communication skills both written and oral and the ability to communicate effectively with students and staff                | ✓                |                  |
| Experience of successfully managing whole academy issues and initiatives   | ✓                |                  |
| Experience of managing staff and students to resolve conflict  | ✓                |                  |
| Experience of responsibility in a pastoral area  |                  | ✓                |
| <b>Knowledge, Skills, and Abilities</b>  | <b>Essential</b> | <b>Desirable</b> |
| Thinking creatively to anticipate and solve problems   | ✓                |                  |
| Organisational and planning skills including prioritisation of tasks   | ✓                |                  |
| Demonstrates outstanding leadership traits and is comfortable as a team player   | ✓                |                  |
| Ability to work as part of a team and on own initiative and with resilience  | ✓                |                  |
| Ability to utilise data effectively to monitor progress and evaluate performance   | ✓                |                  |
| Staying calm and cheerful when working under pressure  | ✓                |                  |
| Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs           | ✓                |                  |
| Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities | ✓                |                  |
| Commitment to the personal development of all students, staff, and self  | ✓                |                  |
| Knowledge and understanding of safeguarding issues   | ✓                |                  |
| Ability to involve parents/carers, teachers, pupils, and other stakeholders constructively in assisting with pupil needs               | ✓                |                  |
| <b>Personal Qualities</b>  | <b>Essential</b> | <b>Desirable</b> |
| Treats people fairly, equitably and with respect to maintaining positive working relationships   | ✓                |                  |
| Ability to maintain trust and be highly respected by staff   | ✓                |                  |
| Has high expectations and shows a passionate commitment to developing the best in young people   | ✓                |                  |
| A creative and imaginative thinker who can identify innovative solutions to problems   |                  | ✓                |
| High level of communication skills both written and verbal and ability to address a range of audiences                                 | ✓                |                  |
| Commitment to safe-guarding and promoting the welfare of young people  | ✓                |                  |
| Flexible and adaptable   | ✓                |                  |