

Job Description

Post Title:	Assistant Head of Year
Responsible to:	The post holder is directly accountable to the Deputy Headteacher (Pastoral), Head of Year or delegated member of SLT for the quality and effectiveness of support for learning in the assigned year team area.
Grade	Scale 6 (pro-rata)
Principle Responsibilities	<p>The post holder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the agreed professional duties as follows:</p> <ul style="list-style-type: none"> • Uphold and promote Academy aims and policies; • Be an active member of the Pastoral, Student Support Team and Academy learning community; • Make a significant contribution to maintaining an appropriate environment for learning.
Main Duties	<p>The post holder will be required to make an impact on students by:</p> <ul style="list-style-type: none"> • Actively researching new ideas and developments; • Tracking student progress, behaviour, reward, attendance and punctuality data and supporting follow up and intervention; • Mentoring identified students where appropriate across year teams; • Supporting staff in the management of student behaviour; • Communicating and meeting with staff, parents/carers and outside agencies; • Supporting form tutors during tutorial time; • Monitoring, planning and delivering tutorial activities during designated times; • Undertaking duties and supporting 'on-call' team routines; • Supporting HoY in the consistency of student rewards and awards; • Supporting the monitoring of attendance and strategies to reduce absence and improve overall attendance; • Carrying out home visits to identified students and families; • Supporting the management of extra-curricular year team activities; • Supporting assembly and other year team event planning; • Supporting the HoY in year team meeting preparation and management and deputising for HoY when necessary; • Involvement in personal learning plan preparation and monitoring; • Involvement in ensuring safeguarding procedures operate effectively in the year team; • Liaising with, attending and communicating information from multi-agency meetings to relevant staff; • Supporting the supervision of lessons, withdrawal and supervising of students in detention.
Personal Responsibilities	<p>The post holder will:</p> <ul style="list-style-type: none"> • Support the HoY in ensuring that communication within the team is effective; • Support staff when required; • Provide a shared vision of excellence and inclusion within the Pastoral Team, Student Support Team and the Academy; • Participate in performance management, coaching and CPD.
Resource Responsibilities	<ul style="list-style-type: none"> • To build partnerships with parents/carers and external agencies to support student academic progress and social development; • Respond to parent/carer enquiries by telephone, letter or email as appropriate; • To keep accurate records of all communication with parents, all behaviour and reward issues, and any other pertinent information relating to students within the

	<ul style="list-style-type: none"> year group in student files; Ensure that all necessary risk assessments for activities and external provision are in place.
Stakeholder Responsibilities	<ul style="list-style-type: none"> To act as a role model for tutors by demonstrating own high quality pastoral care and monitoring of students, continuous professional development and professional presence in the year team; Ensure the effective use of data to inform practice and high expectations; To engage all tutors in the creation, consistent implementation and improvement of tutor work which encapsulate key academy learning strategies; To contribute to tutorial development during form tutor time to ensure the delivery of an appropriate, comprehensive, high quality programme; Contribute to the Student Support SEF in partnership with the HoY and other colleagues in the Pastoral and Student Support Team; Provide accountability to parents/carers for any identified targeted student issues.
Accountability	<ul style="list-style-type: none"> To regularly review own practice, set personal targets and take responsibility for own personal development.
Strengthening communities	<ul style="list-style-type: none"> Possess a 'can do' approach to departmental/school improvement and excellence. Be an excellent communicator. Work positively and in partnership with parents, governors and the community. Support Biddick Academy's climate for learning. Co-ordinate strategies to achieve relevant departmental and whole school improvement priorities.
Generic Responsibilities	<p>The post holder will:</p> <ul style="list-style-type: none"> Have a high presence across the Academy during the change of lessons, during lessons, pre-academy, break-times, lunchtimes and post-academy hours; Promote the ethos and values of the Academy through leading high quality assemblies; Be an excellent role model for students and staff; Contribute to the wider life of the Academy including lunchtime and after school clubs/activities and residential activities; Attend Academy events and activities; Carry out First Aid duties; While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified; 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; Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.