**Calday Grange Grammar School
Job Description** 

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| Assistant Head of Year |
| Scale | Pay Band F - 37.5 hours, TTO |
| Accountable to: | Head of Key Stage |
| Responsible for: | No Line Management responsibilities |
| **Job Purpose:** |
| To work within the pastoral team managing the behaviour, welfare and academic achievement of students. Work closely with students, parents/carers and staff to remove barriers to learning and progress and support the development of high standards in all aspects of student behaviour, attitude and learning culture Regularly analysing data to inform and implement proactive, as well as reactive, intervention, mentoring or counselling to ensure our learning ethos is supported through high quality pastoral care where every child can develop and make rapid progress |
| **Principal Duties and Responsibilities:**  |
| * To act as the first point of contact in the pastoral office
* Deputise for the Head of Year in their absence
* Support the work of the Head of Year
* Where applicable, attend multi-agency meetings on behalf of the School
* Respond to child protection and safeguarding issues in a professional, confidential and timely manner escalating to the appropriate person when necessary
* Regularly monitor the individual progress, behaviour and attendance of students within a Year and take or support appropriate intervention to facilitate progress in line with target grades
* Monitor, record and evaluate the impact of various interventions for students with the Year ensuring the use of and feedback for, the most effective interventions by the Pastoral and Curriculum Teams
* Identify students in need of specialised mentoring, and provide mentoring sessions where appropriate or facilitate alternative mentoring opportunities
* To be proactive in establishing strong attitudes to learning
* To access student voice via Year assemblies, focus groups, interviews and questionnaires analysing feedback to promote the learning experience and inform best practice for Pastoral and Curriculum Teams
* To coordinate home/school links over a range of issues e.g. attitude to learning, behaviour, attendance and individual progress
* Proactively use the School’s information management systems to regularly monitor behaviour and learning of all students, analysing and sub group patterns and feeding back to key staff and stakeholders as appropriate
* Meet with parents/carers to establish a strong sense of culture and learning purpose within the School
* Support and contribute to the planning and review of parents’ evenings, and whole school events
* Using data, improve and monitor attendance across Year groups in liaison with the Head of Key Stage and Senior Pastoral Leader
* Be involved in the creation and establishment of school based support plans and support the collating of information for EHC plans and JCQ access arrangements
* Champion an ethos and culture of high standards, resilience and self-belief with the Year group through positive communication and coordination of a variety of Year activities
* Completion of student risk assessments - training will be given
* Train to be at least a one day first aider
* Staff the Remove Room as part of a rota of pastoral staff
* Staff the Pupil Support area as required and directed by the senior pastoral leader
* Attend identified activities outside of school hours where applicable
* Take 30 minute lunch at 1200 each day
* Conduct lunch duty each day (50 minutes from 1230 to 1320)
* Conduct other duties before, during (at break) as well as after school as directed by the senior pastoral leader
* Undertake such other duties, from time to time, as the Headteacher may reasonably request
* Liaise with external agencies, leading processes such as Team Around the Family
* Deal with safeguarding responsibilities as and when necessary
* Be the point of contact for mental health support for students
* Take an active role in the self-review of the Pastoral Department as and when directed
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| **Support for the School*** Support the overall ethos of the School as expressed through the School’s Mission Statement
* Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality, data protection, copyright etc, reporting all concerns to a line manager
* Be aware of, and support, difference and ensure equal opportunities for all
* Contribute to the overall aims of the School
* Undertake any duties, which may be reasonably regarded as within the nature of the responsibilities/grade of the post as defined
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| **Disclosure** |
| The Governing Body is committed to safeguarding and promoting the welfare of students and the highest priority is given to this following the guidance and regulations of safeguarding The post holder is subject to Enhanced Disclosure from the Disclosure Barring Service and any other statutorily required clearance |
| **Other** |
| * This appointment is with the Governors of the School under the terms of a contract signed with the Governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation
* All employees of Calday Grange Grammar School have a responsibility to comply with policies and procedures relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection
* All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description
* The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition
* This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade
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| Date of issue: |  |
| Headteacher Signature: |  |
| Post Holder Signature: |  |