



Gartree High School

Job Description

Job Title: Assistant Head of Year

Grade: 7, 30 hours per week, term time only + 5 extra days (permanent post)

Line Manager: Senior Assistant Head of Year

Work in partnership with: Heads of Year / Assistant Headteacher (Student Wellbeing)

Purpose of Job: To work as a member of the pastoral team to provide direct behavioural, emotional and social support to students to enable them to achieve their full learning potential.

Duties:

- To develop an understanding of the social, emotional and learning needs and barriers to the students concerned
- To assist Head of Year with producing, implementing and evaluating pastoral support to students
- To respond to the social, emotional and learning needs of students identified by the Heads of Year by supporting students in their development of social skills; peer group relationships; self-esteem; appropriate school behaviour; organisational skills; listening skills, building upon the school's inclusive and high attaining ethos.
- To build and maintain strong successful relationships with the students, treat them consistently, with respect and consideration
- Where appropriate liaise with parents and carers, where appropriate informing parents/carers of incidents that occur
- Consulting with parents/carers regarding aspects of pastoral support offered to students
- To help promote independent learning
- To help reinforce learning
- To support students in recording work in an appropriate way
- To support students to further develop their study and organisational skills
- To model good practice
- To help build student confidence and enhance self-esteem

In relation to pastoral colleagues:

- To have formal and informal meetings with pastoral team and where appropriate teaching staff
- To work on activities with identified groups to support social and emotional needs of students
- To be involved in keeping records and evaluating student progress

In relation to School

- To work as part of a team, line managed by the Senior Assistant Head of Year in relation to individual students, liaising, advising and consulting where appropriate
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour
- To identify personal training needs and to attend appropriate internal and external in-service training
- Any other tasks as directed by the Head Teacher which fall within the purview of the post

Supervision Arrangements:

- Half - Termly reviews of performance with Senior Assistant Head of Year
- Regular meetings with Head of Year

Person Specification for Assistant Head of Year

Grade 7

Specification	Essential	Desirable
Qualification and training	A good general education Grade C+ GCSE English & Maths or equivalent.	Evidence of qualifications in this area. Qualifications in ICT
Experience	Experience of successful working with vulnerable and/or disengaged young people.	Experience of working with children with SEN and challenging pupils, preferably secondary age.
Qualities, skills, knowledge and abilities	<p>A positive interest in working with children and the ability to develop positive relationships</p> <p>Ability to get the best out of children and demonstrate their progress.</p> <p>A sense of humour</p> <p>Adaptability</p> <p>Able to work on own and as part of a team.</p> <p>Ability to build good working relationships with a range of colleagues</p> <p>Confidence to run effective, targeted support groups</p> <p>A clear communicator</p> <p>Ability to work calmly and with patience</p>	An interest in ICT
Health	<p>A good attendance record.</p> <p>Evidence of the stamina required to cope with the demands of the post.</p>	
References	Supportive	