

## **Assistant Head of Year (Sixth Form Support Staff)**

Grade: Scale 5

Hours: 36 hours a week

Contract Type: Permanent

Reporting to: Head of Sixth Form/Head of Year

### **Job Purpose**

The Assistant Head of Year will work with the Head of Year to give learning and pastoral support to the year group ensuring successful outcomes for all learners and overcoming any barriers to learning. They will support the running of the Sixth Form through liaising with parents, staff, external agencies and all stakeholders as necessary, oversee events management, maintain up to date records, work with the students on career destinations and university applications and support the efficient and compassionate atmosphere in the Sixth Form team.

### **Our School Vision**

Developing faithfully in hope and holiness while learning and serving our community through our virtuous actions.

### **Our Mission Statement**

The Champion School is part of the Catholic Community with a shared mission to make Christ known to all young people. We support families to develop young people that follow Christ's example. Our students, through loving compassionate action, aim to be agents for social justice in society.

### **Duties and Responsibilities**

#### **Teaching and learning**

Promote consistently high expectations of all pupils, offering targeted academic and pastoral support to encourage outstanding progress.

Identify pupils or groups of pupils who are facing learning difficulties, put initiatives in place to address the barriers to learning they're experiencing.

Keep up to date records of support in place in accordance with Sixth Form practice.

Promote and support inclusion for all disadvantaged pupils.

Develop individual and group mentoring programmes, creating space for pupils to receive academic and personal support from staff and peers.

Develop action plans for pupils facing difficulties, work with staff/parents/carers to put them in place.

Where appropriate, undertake home visits to discuss issues and plan next steps.

Support the careers process working with the School Careers Advisor including those applying for jobs/apprenticeships.

Maintain the Destinations database for the year group.

Support the UCAS application process.

Oversee the work experience administration for your year group with the Careers Coordinator.

Be available to cover registrations when required and occasional cover for General RE/Supported Study.

Liaise with exams on special consideration for students.

### **Behaviour and safeguarding**

Undertake appropriate safeguarding training and implement best practice, liaising with staff, parents, line managers and other stakeholders as required.

Use My Concern to record and monitor safeguarding issues.

Be responsible for the maintenance of an appropriate learning environment in the Study Areas in conjunction with other members of the team.

Work with pupils to demonstrate and encourage good behaviour in line with the school's behaviour policy.

Support the physical and emotional wellbeing of pupils, encouraging confidence and self-esteem through listening to them, and the provision of individual and/or group support.

Oversee the attendance and punctuality of all students in conjunction with the Head of Year, implementing support measures/sanctions as necessary and monitoring trends over time.

Monitor 'First Day Calling' for the year group. Where appropriate, take part in absence management meetings, and communicate with parents/carers.

Work collaboratively with appropriate external agencies to support pupils' development and progress.

Support, and liaise with the HOY 11, for the creation and allocation of students to form groups at the beginning of Y12.

## Curriculum and Leadership

Be a role model to all pupils.

Engage with staff and school leadership to put whole-school strategies in place to support the learning of all pupils.

Liaise with families and develop good relationships with parents/carers, becoming a recognisable and approachable contact within the school.

Participate in the Appraisal procedure within school, set goals for continuing professional development.

Maintain accurate and up-to-date records and prepare written evaluations and reports.

To liaise with other pastoral teams and the school Chaplain to support students as needed.

Be responsible for the organisation, sign up, resources and events for each year group such as: Parents Evening, Academic Achievement evenings, Induction events days, charity events, Leaver's dinner, the Sixth Form Ball etc.

Organise the administration associated with the Subject Prefect, Prefect and School Officials processes.

Accompany school trips and retreats as and when appropriate.

Manage the uniform hub which loans uniform to students in the short-term as necessary.

Undertake display work in the Sixth Form.

## Other

The school expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that was not specified in the job description, but which is within the scope of the duties and responsibilities.

## Person specification

Skills and Abilities	Essential	Desirable	Assessed by
· Strong communication skills in a range of styles to all stakeholders and proven ability to deal with sensitive situations with integrity	x		<b>Application and interview</b>
· Providing strategies to manage and support young people with challenging behaviour in a school environment	x		<b>Interview</b>

· Proven ability to create good relationships with pupils, staff and parents	x		<b>Interview</b>
· Able to support interventions for individual pupils	x		<b>Interview/Test</b>
· Proven ability to be flexible to changing workload demands and new challenges	x		<b>Application/Interview</b>
· Ability to work collaboratively	x		<b>Application/Interview</b>

Organised, proactive and a role model	x		
Ability to manage time and work under pressure	x		<b>Interview/Test</b>
Ability to maintain confidentiality and integrity	x		<b>Application/Interview</b>
<b>Knowledge</b>			
· Ability to use a range of IT systems and to conduct analysis and produce reports, and deliver efficient administrative functions to the team	x		<b>Test</b>
Developed an understanding of working with 11–18 year-olds.	x		<b>Application/Interview</b>
· Understand the Catholic ethos of the school and the importance of community within it.		x	<b>Application/Interview</b>
· Understand how to support the wellbeing of students.	x		<b>Application and Interview</b>
· Excellent understanding of safeguarding policies and procedures and their role in child protection	x		<b>Interview</b>
<b>Qualifications and Experience</b>			

· GCSE or equivalent level, including at least a Grade C in English and maths	x		Application
· Experience of working with teachers, support staff, parents and other agencies to support students to achieve beyond their potential.	x		Application/Interview
Evidence of further relevant training and experience		x	Application and Interview

The Champion School has a strong commitment to achieving equality of opportunity to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work.

The postholder is expected to undertake any appropriate training, including recognised professional qualifications if considered necessary to fulfil the role

The postholder is expected to demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job description, but which is in line with the general level of responsibility of the post.

All staff at The Champion School are responsible for equality, diversity, inclusion, Safeguarding and Health and Safety.

**Notes:**

This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Headteacher/line manager's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Postholder's signature: \_\_\_\_\_

Date: \_\_\_\_\_

