



JOB DESCRIPTION

Job Title:		Assistant Head of Year			
School:		Benfield School			
JE Code:		Evaluation:		Grade:	N5
Date:	February 2022		Status:		
Responsible to:		Deputy Headteacher (Behaviour for Learning) Assistant Headteacher (Behaviour & Attendance) Assistant Headteacher (Welfare & Safeguarding)			
Responsible for:		N/A			
Job purpose:		To support the Head of Year, and other members of the pastoral team on day to day issues within the school. To work with a range of teaching and support staff in school, and external partners as appropriate, to promote positive learning behaviour, welfare and attendance of students and to support the removal of any barriers to learning.			

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To support the Head of Year in ensuring the progress, attainment, attendance and punctuality of students in a designated year group.
2. To support the Head of Year in ensuring the welfare of students; follow up incidents; maintain detailed records and student files; meetings with parents during or after school as required, sometimes with other senior staff members; arrange sanctions where appropriate; communicate with parents.
3. Support the development of all intervention activities for the designated year group.
4. To ensure the timely and accurate completion of daily attendance monitoring and associated parental contact and record keeping to ensure students have positive attendance and punctuality and that all barriers to attendance are identified and addressed.
5. Assist in the organisation of and attendance at all school public events, including but not restricted to, open days and parents evenings.
6. Respond to parental enquiries by telephone, letter or email as appropriate. Including the organisation of parent mentor meetings and attending all parent/mentor evenings for your year group.

7. Keeping accurate records of all communication with parents, all sanctions issued and any other pertinent pastoral information relating to students within the year group in student files.
8. Support the organisation of all extra-curricular activities and trips for the year group.
9. Attending all professionals meetings regarding pupils in the year group.
10. Undertake morning and lunchtime duties alongside colleagues.
11. To support Student Voice activities across the Year.
12. To support pupils' pastoral needs including help with emotional, social, safeguarding, welfare, care and health matters.
13. To establish positive relationships with families, offering an approachable and professional point of contact while respecting confidentiality at all times.
14. To develop and enhance parental and carer engagement with the school and other agencies.
15. To be a point of contact for both telephone and face to face enquiries from parents and outside agencies.
16. Carry out CAF (Common Assessment Framework) assessments and attend TAF (Team around the Family), CIN (Child in Need) and Core Group meetings, producing reports as required.
17. To give advice regarding referrals to other agencies and have knowledge of extended provision within the local area to support our pupils.
18. To work collaboratively with professionals from a range of agencies supporting the child and family.
19. To carry out any additional tasks as reasonably required by the Headteacher.

Trust responsibilities:

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.

5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meetings.