



This job description outlines the general duties and responsibilities of this post. The job description is not exhaustive; it fits with the MAT's ethos to promote performance management and quality service.

Job Title: Assistant Head of Year

Responsible to – Head of Year/ Principal

Job Overview

To provide effective and robust assistance to the Head of Year in supporting the year group cohort of students. You will be creating and implementing various strategies and policies in relation to pastoral and behavioural support. You will liaise with key stakeholders including parents and external agencies.

Main Responsibilities

Under the direct leadership and supervision of the Heads of Year/Principal the postholder will undertake a range of duties, which may include:

1. To support the smooth and effective pastoral care of a year group of children.
2. To work closely with the Head of Year to ensure rigorous plans are in place to support students in the year group.
3. To work with the attendance team to ensure all students in the year group attend on time and regularly.
4. Be the main point of contact for students and parents/carers of the year group.
5. Prepare and lead year group assemblies where necessary.
6. Ensure focussed and effective pastoral support plans are in place for students who require additional support.
7. To be a high-profile presence with the year group, regularly dropping into lessons and checking on the year group.
8. Contribute to the academy's on-call system for students removed from lessons.
9. Work closely with external agencies and support organisations to ensure the highest levels of support are in place for all student.
10. Maintaining strict compliance with GDPR principles at all times.



11. Maintaining awareness of current relevant education and legislative guidance and alerting the Principal to published changes.

General

12. The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which correspond to the general character of the post and are commensurate with its level of responsibility.
13. The postholder must carry out his/her duties with full regard to the MAT's Equal Opportunities policy.
14. The postholder must carry out his/her duties with full regard to the MAT's Health and Safety procedures.