

JOB DESCRIPTION

Job Title:	ASSISTANT HEAD OF YEAR
Responsible to:	Head of Year
Salary:	Fixed Point: JCBA2-19 £32,949 per annum (£36,610 per annum FTE)
Contract:	40.42 hours per week Term time only. Occasional evening/weekend attendance, e.g. supporting parents' evenings, Saturday open day and Saturday learner induction days.
<i>This job description is current at the date shown, but, in consultation with the postholder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</i>	

Key responsibilities

- Work with the Head of Year (HOY) to nurture and develop the wellbeing of all learners in the year group.
- Understand learners' barriers and strategies to ensure they are best supported to grow in confidence and achieve results which secure their next steps.
- Take shared responsibility for safeguarding across the year group alongside the Designed Safeguard Leads (DSL) and Deputy Designated Safeguarding leads (DDSL).
- Be responsible for one of the following areas within pre-16:
 - Careers and work experience.
 - Learner enrichment.
 - Personal, social, health and economic education (PSHEE).

Generic requirements

- Ensure the principles expressed in the mission statement of The JCB Academy and those of JCB, the sponsor, are evident in every aspect of the discharge of the duties of the post.
- Model the highest professional standards to staff and learners in all aspects of the role, maintaining a visible presence around The JCB Academy and leading by example.
- Be committed to working in a cohesive, supportive and forward-thinking team of senior colleagues which shares an ambitious vision to secure flagship status for The JCB Academy.

- Contribute to the formulation and implementation of The JCB Academy's development plan.
- Work at all times to the standards set out in the Staff Code of Conduct.

Specific responsibilities and duties

RELEVANT YEAR GROUP

- Support the Head of Year and Safeguarding team to ensure all learners are kept safe, referrals/specific cases are investigated, learners and their families are supported and records are accurate and up to date at all times.
- Liaise with the Inclusion Team to gain and disseminate information relating to any learners who have particular difficulties relating to their learning, behaviour or personal life.
- Work with the Attendance Administrator to monitor and support any learner whose attendance is considered poor and needs improving.
- Monitor learners' attitudes towards their learning and identify and intervene with those who are struggling to meet the expectations set.
- Monitor bullying and friendship issues and take appropriate actions to address and resolve them.
- Monitor learner behaviour and work collaboratively with other staff as required to ensure there is an improvement in behaviour and/or attitudes towards learning where it is deemed unsisterly.
- Assist the HOY in reviewing the behaviour and performance of learners and take an active part in the identification of any barriers to learning.
- Where barriers to learning are identified, assist the HOY In formulating an action plan and take an active lead in working with all key stakeholders, ensuring barriers to learning are mitigated or removed and communicating with and supporting staff in understanding the barriers a learner may be facing.
- Lead on investigations into incidents and make recommendations to the HOY on sanctions/support.
- Lead on investigations into incidents on the bus and liaise with the HOY and Bus Co-ordinator as appropriate.
- Communicate with parents/carers on a regular basis to ensure effective home-academy links, attending meetings as required.
- Monitor academic progress on the basis of reports and assessments, using appropriate baseline data.
- Mentor identified high need learners.
- Complete small group and one-to-one intervention with learners as necessary.
- Co-ordinate and manage support plans for identified learners, share these with key staff and ensure necessary paperwork is completed and monitoring records are maintained.
- Take an active part in supporting behaviour, providing support to the systems that the academy has in place for supporting learners.

- Undertake restorative practice work with learners, members of staff and parents/carers to ensure good working relationships and a safe environment.
- Liaise with external agencies as required and attend external meetings where appropriate.
- Ensure necessary information regarding learner progress and learner needs is communicated regularly to learners, parents/carers and colleagues
- Undertake appropriate training as and when required, including First Aid at Work.
- Assist the HOY in writing a half termly year group report related to attendance, behaviour, attitude to learning and progress.
- Assist the HOY in writing a half-termly newsletter for parents/carers.
- Undertake any other reasonable duties that may be requested by the HOY, Director of Standards or Principal.

PRE-16

- Be responsible for one of the following areas within pre-16:
 - Careers and work experience
 - ❖ Provide impartial careers information, advice and guidance to all pre-16 learners, ensuring the Gatsby benchmarks are achieved and that all learners have an aspirational career action plan.
 - ❖ Lead on the organisation of careers events, e.g. assembly presentations, PSHEE sessions, careers fairs and information events.
 - ❖ Co-ordinate and support Y11 learners in making applications to further education, apprenticeships or other employment.
 - ❖ Develop systems to monitor learners with the potential to become NEET and work with them to overcome barriers to employment, further education or training.
 - ❖ Lead on the organisation of work experience for Y10 and Y11 learners, including liaising with parents/carers to ensure all learners obtain appropriate placements, maintaining up to date records and ensuring that all paperwork relating to health and safety of placements is completed.
 - Learner enrichment
 - ❖ Support the HOY with Learner Council, including promoting membership and arranging and attending meetings.
 - ❖ Work with the prefect team to allocate roles, supporting them to be effective in these roles.
 - ❖ Support the effective organisation and running of internal work experience days.
 - ❖ Support and assist in the organisation of lunchtime clubs.
 - ❖ Support the planning of academy-wide awareness raising campaigns e.g. Road to Zero, Hello Yellow, as well as events which involve learners across all year groups, e.g. World Book Day, charity fundraising.
 - PSHEE
 - ❖ Plan the PSHEE programme for Y9 through to Y11.

- ❖ Plan, co-ordinate and deliver all internal PSHEE sessions using the relevant resources for the relevant year groups.
- ❖ Plan and co-ordinate the booking and delivery of external PSHEE sessions for all year groups.
- ❖ Liaise with relevant staff to ensure PSHEE sessions are quality assured.

WHOLE ACADEMY

- Manage learner behaviour in the learning environment by establishing and enforcing rules and procedures in accordance with the rules and behaviour management systems of The JCB Academy.
- Ensure there is a consistent and robust approach to addressing learner standards and expectations, including uniform, across the academy.
- Supervise cover lessons for absent teaching staff as and when required as directed by the Cover Co-ordinator.
- Provide support on examination results days, learner recruitment events, parents' evenings and learner induction events.
- Undertake daily lunchtime supervision.
- Participate in extra curricular activities such as social activities, sporting activities, clubs, learner organisations, residentials and enrichment days.
- Participate in subject and school meetings, parent/carers meetings and communicate necessary information regularly to learners, colleagues and parents/carers regarding learner progress and learner needs.
- Undertake any other reasonable duties that may be requested by the HOY, Director of Standards or Principal.

Key accountability measures

- Relevant year group
 - Effective pastoral support is in place and learners (and their parents/carers) say they feel safe and their needs are met.
 - Behaviour is judged as good.
 - Incidents of racism, bullying and misogyny are low.
 - All learners understand potential destinations.
 - Learner attendance is above 90%.
- Careers and work experience
 - All learners have a fully documented career action plan,.
 - All learners in Y10 and Y11 complete at least one week's work experience each year.
- Learner enrichment
 - Learner Council has representation from all year groups and meetings are well attended.
 - Increased participation in lunch clubs and learner enrichment activities/events.

- PSHEE
 - Effective PSHEE curriculum in place, with external and internal sessions booked and delivered on schedule.
 - Quality assurance reports confirm effective delivery and learner impact.

PERSON SPECIFICATION

Job Title: ASSISTANT HEAD OF YEAR

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	GCSE (or equivalent) at grade C/level 4 or above in English and mathematics.	
Experience	- Working in a school/college environment. - Working collaboratively as part of a team.	
Skills and abilities	- Ability to communicate effectively with young people and their parents/carers. - Empathetic and a good listener. - Able to work under pressure, manage conflicting priorities and meet challenging deadlines. - Ability to employ discretion and sensitivity and have an understanding of the importance of confidentiality. - Good ICT skills.	
Work related requirements of the post.	- Be committed to The JCB Academy's vision of <i>changing lives by developing the engineers and business leaders of the future</i> and demonstrate a commitment to being part of a successful team. - Have an openness to learning and change.	