



Job Title: Assistant Head of Year  
Salary: SCP 11-18  
Location: Yardley Wood, Birmingham  
Start: Permanent Full time September 2024  
Closing date: Monday 8<sup>th</sup> July

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### **Job Description:**

Responsible to the Assistant Headteacher - Inclusion

Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

### **Core Purpose**

To challenge educational and social disadvantage by leading the pastoral and academic performance of a year group in order to achieve the highest possible standards to allow students to learn, flourish and celebrate truth.

### **Responsibilities**

- In consultation with the Senior Leadership Team, promote the culture, mission and values of the academy.
- Oversee behaviour and attendance within the specified year group.
- Closely monitor and track behaviour and attendance data daily and provide intervention when required.
- Support and challenge students and colleagues, meet parents and liaise with external agencies.
- Deliver year group and if required whole academy assemblies which are effective and impactful
- Organise external speakers to support the education of current events / needs etc.
- To lead strategies and increase parental engagement
- Manage a tutor team, including delivery of team meetings.
- Act as a role model for tutors by demonstrating high standards of pastoral care and academic monitoring of students.
- Quality assure tutor times.
- Ensure that events appropriate to the specific year are organised, e.g. Parents' Evening, induction, 'in year admissions', tutorial programme, tutor interventions etc
- To monitor and support student progress in partnership with HoY and SLT member in charge of raising achievement
- Support the HoY and teachers in raising standards of progress and attainment within the year group.
- Support student voice/ student council within the year group and work collaboratively with other HoYs to organise impactful events.



- Ensuring that all tutors within the year team effectively implement academy policies and procedures
- Support students and staff by visiting lessons daily.
- To support the Educational Visits within the year Group
- To ensure that successes within the year group are recognised and promoted in academy marketing, assemblies etc.
- To be visible and available around the building at key times ensuring a strong visual presence at all times including the start and end of the school day; transition; break and lunch times
- Supporting the management systems of the academy by undertaking duties in line with the role, including being part of the on-call rota
- To lead on the rewards and sanctions behaviour points strategy for your year group
- Managing the process of pastoral (behaviour) support plans for students in liaison with the Assistant Headteacher.
- Support centralised detentions; manage restorative conversations between students and staff.
- To investigate and resolve incidents of bullying including ongoing monitoring
- Engaging with external services where required
- Ensuring that behaviour is monitored, and strategies implemented across the academy
- Lead a high vigilant approach to safeguarding across the year group
- Manage the monitoring and follow-up sanctions relating to the policy e.g. use of social media, mobile phones and uniform issues.
- To be a positive role model for students around the school.
- Regularly liaise with the DSL and SENDCo and report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Engage fully in the academy performance management process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Be willing to engage in any further training to facilitate your role.
- Attend and lead meetings / training and carry out administrative tasks and duties as specified on the academy calendar.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.

#### **Safeguarding children and Safer Recruitment**

- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the academy and BDMAT, in line with national requirements.
- Ensure that all academy policies and procedures are followed by all team members

As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description as required by the Headteacher.



**Person Specification:**

Category	Essential	Desirable
1. Christian ethos	<ul style="list-style-type: none"> <li>To actively support and develop the academy and Trust's Christian ethos</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a secondary Church of England academy</li> <li>To be a practicing Christian</li> </ul>
2. Qualifications	<ul style="list-style-type: none"> <li>GCSE level. 5 grades between A – C (9 – 4), including English and Maths.</li> <li>Degree or equivalent work experience in education / social work.</li> </ul>	<ul style="list-style-type: none"> <li>Qualifications relevant to this role</li> </ul>



<p>3. Experience</p>	<ul style="list-style-type: none"><li>• Experience of working / supporting with children or young adults.</li><li>• Experience of liaising with external agencies and professionals, such as psychologists and therapists.</li><li>• Experience of supporting in the delivery of specialist interventions and taking the lead where appropriate.</li><li>• Experience of managing others including holding others to account.</li></ul> <p>Experience of leading an initiative that has impacted positively on others.</p>	<ul style="list-style-type: none"><li>• Experience of working with CPOMS</li><li>• Experience of working in a school</li><li>• Detailed understanding of the principles with regard to Safeguarding of Children.</li></ul>
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<p>4. Professional learning</p>	<ul style="list-style-type: none"> <li>• Ability to identify own learning needs and to support others in identifying their learning needs</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with other academies / organisations / agencies</li> <li>• Knowledge of the Free Academy and Academy education context.</li> </ul>
<p>5. Knowledge and understanding</p>	<ul style="list-style-type: none"> <li>• The ability to develop a philosophy of high aspirations and expectations for every student, giving cognisance to SEND, equal opportunities, diversity, ethos and student management.</li> <li>• The ability to reason with defiance and implement a structure to resolve this.</li> </ul>	



<p>6. Skills and personal attributes</p>	<ul style="list-style-type: none"> <li>• Ability to manage own workload with limited supervision.</li> <li>• Excellent time management and organisation skills.</li> <li>• Ability to develop effective relationships with students, parents, and external agencies</li> <li>• Demonstrable knowledge of approaches to working with students with SEMH needs</li> <li>• Ability to assess the SEMH needs of students and develop strategic plans to facilitate development and progress</li> <li>• Ability to work as part of a team</li> <li>• Ability to help raise attainment of young people</li> <li>• Ability to deal with challenging situations</li> <li>• Ability to work using own initiative</li> </ul>	
	<ul style="list-style-type: none"> <li>• Ability to keep detailed and accurate records</li> <li>• Flexible attitude/approach</li> </ul>	



<p>7. Other</p>	<ul style="list-style-type: none"><li>• Knowledge of the regulations around safeguarding and how to address issues that might arise</li><li>• Understanding of relevant equal opportunities, health and safety and safeguarding guidance and legislation and with commitment to keeping up to date with legislative changes affecting the academy</li><li>• an understanding of inclusion and the many provisions available</li></ul>	
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