



Woolwich Polytechnic  
School for Girls



## **Deputy Head of Year Job Description**

### **(Non-teaching role)**

#### **Report to:**

Head of Year and Assistant Headteacher in charge of Pastoral Care

#### **Responsible for:**

Co-ordinating and ensuring the personal, social and academic progress of all students in their year group

#### **Liaising with:**

All members of staff, the Inclusion Team, the Governing Body, LA representatives, external agencies and parents.

#### **Key responsibilities:**

- To raise achievement of your year group for all students
- To support the HOY provision of academic monitoring, tutoring, and support for all pupils, in order to ensure outstanding standards of learning and achievement for all pupils
- To ensure outstanding standards of pupil behaviour and attendance
- To assist the HOY, SLT and Governors in ensuring the achievement of outstanding educational standards, creating a culture and ethos in which pupils feel valued and staff have high expectations of them.
- To be a deputy safeguarding lead for your year group

#### **Key functions:**

- To go on appropriate training for safeguarding, and keep yourself updated on local and national issues
- To ensure the safety and wellbeing of your year group, and lead a tutor team to do the same
- To support all strategies to improve behaviour of individuals and the year group as a whole
- To monitor the teaching of PD, ensure the use of registration time is structured and that registers are taken on time and correctly
- To assist weekly assemblies for the year group
- To monitor the progress of all students and to ensure intervention allows all students make progress

- To respond to all outside agencies within given time frames and with the information needed
- To keep up to date records on all intervention in house and with outside agencies for all students
- To monitor vulnerable groups closely and plan appropriate support and interventions when necessary
- To monitor and intervene to ensure attendance targets are met for the year group, individuals and groups of students
- To support with the development and implementation of effective strategies for raising achievement for all learners, particularly those supported by the Pupil Premium, SEN students and high attainers
- To ensure all new students are integrated effectively through the admission and induction processes
- To liaise with the Pastoral team and Learning Support departments regularly
- To engage parents positively with the school
- To enable students to contribute to the wider community

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of staff.

This job description may be amended at any time, after consultation with you.

***PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.***

***In accordance with KCSIE 2024 shortlisted candidates will be subject to an online profile and social media check.***

**Person Specification**  
**Deputy Head of Year**

CRITERIA	QUALITIES
<b>Qualifications and training</b>	GCSE (or equivalent) in English and maths Degree
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school or other relevant organisation</li> <li>• Experience of managing safeguarding in a school or other relevant organisation, including:               <ul style="list-style-type: none"> <li>○ Building relationships with children and their parents, particularly the most vulnerable</li> <li>○ Working and communicating effectively with relevant agencies</li> <li>○ Implementing and encouraging good safeguarding practice throughout a large team of people</li> </ul> </li> <li>• Demonstrable evidence of developing and implementing strategies to help children and their families</li> <li>• Experience of handling large amounts of sensitive data and upholding the principles of confidentiality</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies</li> <li>• Ability to work with a range of people with the aim of ensuring the safety and welfare of children</li> <li>• Awareness of local and national agencies that provide support for children and their families</li> <li>• Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns</li> <li>• Good IT skills, including previous use of</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> </ul>
<b>Personal qualities</b>	<p>Commitment to ensuring the safety and welfare of children</p> <p>Commitment to upholding and promoting the ethos and values of the school</p> <p>Integrity, honesty and fairness</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to equality</p>