

Cardinal Heenan Catholic High School Job Description

Postholder	Assistant Head of Year (non-teaching)
Line Manager	Head of Year
Salary	Grade C1, Points 12 - 17 (£24,496 - £26,845) pro rata to weeks worked
Details of Appointment	37 hours per week term time only, plus 5 additional days
Overall Responsibilities	<p>To provide pastoral and academic support to a cohort of students, working with the Head of Year and wider support staff to ensure that our students are given every opportunity to learn and develop.</p> <p>The role will include maintaining positive behaviours within the year group, coordinating rewards and sanctions, working with departments, tutors, students, families and external agencies to ensure that our students are challenged to be the best that they can be.</p>
General Responsibilities	<p>As an Assistant Head of Year</p> <ul style="list-style-type: none"> • In consultation with the Senior Leadership Team, promote the culture, mission and Christian values of our school community. • Support the Head of Year to oversee behaviour, attendance and progress within the specified year group. • Support the Head of Year to closely monitor and track behaviour and attendance data on a daily basis and provide intervention when required. • Support and challenge students and colleagues to ensure that all students are encouraged to be ambitious and focused. • Meet parents and liaise with external agencies to support our students. • Ensure a strong visual proactive presence at all times, including before school and in social time. • Support students and academic staff by visiting lessons daily and providing appropriate support where required. • Supervise corridors during lesson change overs and social times as required. • Support positive relationships within the school, enabling restorative conversations between students and staff where required. • Manage rewards within the Year group to ensure that all students are valued and acknowledged. • Record and evaluate sanctions within the Year group – acting to ensure that issues are dealt with in a fair and efficient way and producing analysis reports to identify potential triggers. • Support the Head of Year to ensure that homework completion is

monitored accordingly.

- Support the Head of Year to oversee students on report and make contact with families when necessary.
- Support the Head of Year to plan and lead meetings and assemblies to maintain and develop our expectations and standards.
- Act as a role model for tutors by demonstrating high standards of pastoral care and academic monitoring of students.
- Ensure that all tutors have access to relevant materials to deliver high quality tutorial activities.
- Contribute to the organisation of parents' information evenings by encouraging and monitoring parent attendance to such events.
- Work in effective partnership with other Assistant HoYs / HoYs in the school.
- Work with the wider Pastoral Team and the Senior Leadership Team to plan year to year transition / induction events and student induction for any 'in year' admissions.
- Regularly liaise with the SENDCo and provide appropriate support to students as directed.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Attend meetings and carry out administrative tasks and duties as required by the Head of Year and or school.

As an Employee

- Participate in training and other learning activities and professional development as required.
- To support and contribute to the Catholic ethos of our school community.
- Ensure promotion and support of Equal Opportunities and Health & Safety in line with school policy
- To undertake any responsibilities commensurate with the scale and responsibility of the post as directed by the Headteacher/ Line Manager.
- Follow school policy in relation to all prescribed areas.
- Ensure high standards of professional appearance in line with the school's dress code.
- To have commitment to safeguarding and promoting the wellbeing of all children in line with school policy and national guidelines.

Person Specification – Assistant Head of Year (Non-teaching)

		Attributes		Where Identified		
		E	D	App Form	Int	Ref
Qualifications /Knowledge	<ul style="list-style-type: none"> ▪ At least five good passes at GCSE or equivalent. Passes A* – C in English & Maths ▪ Working knowledge of pastoral systems within a secondary school ▪ Professional/other qualification, e.g. NVQ Level 2 	✓	✓	✓	✓	✓
Experience	<ul style="list-style-type: none"> ▪ A detailed understanding of the role of support staff when helping students ▪ Experience of working with students from the full ability range at Key Stages 3 and 4 ▪ Awareness of ICT applications ▪ Experience of using data to support student progress and improvement ▪ Experience of working with parents and external agencies ▪ First aid experience 	✓	✓	✓	✓	
Specific Attitude	<ul style="list-style-type: none"> ▪ Ability to communicate effectively with a full range of people, including: students, parents and staff... ▪ Effective when working with students in difficult situations ▪ Work effectively as an individual and as part of a team ▪ Well organised with high level of commitment to students and their wellbeing ▪ Good interpersonal skills ▪ Computer literate ▪ Ability to motivate students through a variety of methods, including: competition, rewards, sanctions and the setting of SMART targets 	✓		✓	✓	✓
Motivation and Social Skills	<ul style="list-style-type: none"> ▪ Show initiative ▪ Ability to deal with students in a firm and sensitive manner ▪ Place importance on high expectations and standards for students ▪ Supportive of the school Catholic ethos ▪ Has energy, resilience and enthusiasm ▪ Commitment to individual continuous professional development, wanting to 'get better' by building on strengths but also recognising development areas and actively seeking to improve them. ▪ Ability to contribute to other aspects of school life ▪ Smart professional appearance ▪ A good sense of humour 	✓	✓	✓	✓	✓