



# Grace Academy Solihull

## Job Description



Role:	Assistant Head of Year
Responsible to:	Head of Year
Based at:	Grace Academy Solihull
Hours:	37 hours per week, 39 weeks per year
Grade:	Grade G to H

### Job Description

The main responsibility of this role will be to provide administrative and practical assistance for the Head of Year, promoting student well-being in order to improve learning, by working with a variety of stakeholders including parents, form tutors, subject teachers, Heads of Department, and the DSL/SENCO as appropriate. There is a strong element of behaviour support to this role through helping students to overcome barriers to their learning, and promoting the achievement of high standards through effective behaviour management.

### Key Responsibilities

- Conduct investigations into student disciplinary issues and/or allegations about other students;
- Arrange meetings with parents and outside agencies and attend as appropriate
- Respond to individual students' needs by implementing a range of strategies including referrals for counselling;
- Ensure that Child Protection matters are passed to the Named Person in accordance with statutory and school policy;
- Complete CAF forms in liaison with parents/carers
- Allocate detentions for uniform and lateness, monitoring students' attendance at these detentions and setting further sanctions as necessary;
- Assist in supervision of student detentions;
- Contribute to PSPs and to the disciplinary hearings of students who are permanently excluded;
- Collate and provide work for excluded students, where necessary;
- Receive and check data on students' attendance and punctuality referring concerns to senior pastoral assistants;
- Liaise with outside agencies as necessary;
- Liaise with SENCO as appropriate;
- Support with student attendance, helping to remove barriers to attending
- Provide administrative support for, and promote the use of, the Rewards System;
- Maintain records relating to students' behaviour/sanctions/rewards;
- Maintain and update displays and information on Pastoral and Year Group notice boards, celebrating individual and group successes;
- Gather and assess feedback and ideas from students that will help to improve procedures and practice.

- Contribute to the pastoral team, developing the pastoral support system and attending meetings as required;
- Attend and contribute to information assemblies;
- Undertake lunchtime duties on a rota system;
- Undertake any training commensurate to the post.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities, such as but not limited to, extra break or lunch duties and first aid.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.