



FAIRFAX

MULTI-ACADEMY TRUST



**ASSISTANT HEAD OF KEY
STAGE**

**JOB DESCRIPTION
&
PERSON SPECIFICATION**

JOB DESCRIPTION

ASSISTANT TO HEAD OF KEY STAGE 3/4

POST HOLDER

RESPONSIBLE TO

LINE MANAGEMENT OF

WORKING HOURS

WORKING PATTERN

SALARY | Scale SO2

HOLIDAY ENTITLEMENT

JOB PURPOSE

- Support the Head of Key stage to ensure students develop a sense of pride to be part of the Academy and that they learn how to value their role as part of a strong community: Promotion of termly themes to develop this
- To ensure that standards are maintained on uniform, equipment, attitude to learning
- Support the Head of Key stage to monitor attainment of all the students within their year group(s), with particular focus on Priority Students and put in place strategies to raise attainment across subjects
- To support the school's ethos and objectives through the monitoring of the effective delivery of the school's reward and sanctions system
- To encourage and develop Communicate regularly with parents: inform them of parents' evenings, focuses, special events etc
- Communicate with other stakeholders as needed
- Support the Head of Key stage to implement the reward system across the year group(s) and its development to ensure it is fit for purpose
- Ensure own knowledge is up to date with national and local initiatives and development
- Support the Head of Key stage to implement, co-ordinate and monitor targeted programmes of support for students at risk of permanent exclusion in the year group(s)
- To line manage pastoral leads
- Support the Head of Key stage to coordinate the IYFA arrangements and Managed Moves in year group(s)
- Support the Head of Key stage regarding management of exclusions, ensuring that they are effective

- Oversee that the form tutors are delivering the agreed curriculum within tutor time and support the form tutor system as required
- Develop student involvement in collective responsibility/behaviour. Linking with Student Council as needed
- Understanding of current developments in inclusion
- To regularly analyse attendance across the year group(s) and ensure this is a constant focus.
- Track PSP in year group and hold regular meetings to support students
- Be on call and available to students (and parents) in the year group(s) throughout the day
- To follow up all incidents of unacceptable behaviour, taking appropriate action in line with Academy policy and communicating this with parents
- Use appropriate data to show improvement in behaviour aligned to given interventions implemented
- To support form tutors and pastoral support managers, which includes holding regular meetings with form tutors. These should have agendas and minutes
- To be a visible presence within the school, monitoring pupils' behaviour at changeover times, break and lunch and within lessons
- To maintain effective routines in line with the Academy Ethos
- To promote the ethos and values of the school
- To liaise with the relevant teams and with relevant outside agencies to secure excellent behaviour management
- To work effectively with staff on improving attendance and punctuality
- To promote strategies to develop positive attitudes for learning, supporting all students in the year to be equipped for lessons, follow lesson expectations, complete homework, and adhere to the dress code and Code of Conduct
- To issue, collect and follow up Behaviour Report Cards for individual students, sending out letters and maintaining regular home-school contact for all students on report
- To make organisational arrangements for the admission and induction of new students to the Year
- To support the completion of ROA statements, applications and references for current and ex-students
- To implement and manage strategies to ensure good student attendance and punctuality.
- To maintain accurate records in student files and on MyConcern
- To be part of the Academy On Call Rota
- To maintain accurate records on Bromcom, e.g. detentions, incident reports, behaviour and target report cards, student scans, minutes of meetings
- To assist with writing, checking and administration of student reports
- To assist in the arranging and organising of Year/Academy events and competitions including rewards trips

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

- Support the Head of Key stage to actively monitor and follow up student progress, attainment, behaviour, attendance and punctuality.
- To implement School Policies and Procedures, such as, Equal Opportunities, Health and Safety, Premises Development Plan etc
- To ensure that Health and Safety Policies and practices including Risk Assessments throughout the Subject Area are in-line with national requirements and are updated where necessary, therefore liaising with the School's Site Manager
- To ensure you are familiar with the behaviour/character curriculum and how the form tutors and pastoral team should be supporting given students within this
- To be responsible for the development of Key Skills around behaviour and attendance to support form teachers and pastoral leads to be able to develop the appropriate skill in students to respond adaptably and durably
- To work with the Deputy Heads and AHT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs, were appropriate
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated Area were appropriate
- To participate in the interview process for pastoral posts when required and to ensure effective induction of new staff in line with School procedures.
- To promote teamwork and to motivate staff to ensure effective working relations
- To be responsible for the day-to-day management of staff within the designated Area and act as a positive role model were appropriate
- To ensure the effective operation of quality control systems- and link with Trust partners to moderate QA judgement area
- To work alongside SLT to establish the process of target setting for students within assigned key stage and to work with staff and students to ensure these targets are achieved
- To seek/implement modification and improvement where required
- To ensure that the quality procedures meet the requirements of Self Evaluation (SEF) and the Academy improvement Plan (AIP)
- Support the Head of Key stage to ensure the maintenance of accurate and up-to-date information concerning the pastoral role within given Key Stage on the management information system
- Support the Head of Key stage to make use of analysis and evaluate performance data provided and produce reports within the Annual SEF Review cycle for the pastoral system
- To identify and take appropriate action as directed by Head of Key Stage on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken
- Support the Head of Key stage in the production of reports within the Annual SEF Review cycle if required
- To contribute to the reports on students' outcomes, behaviour, attendance and punctuality
- To provide the Governing Body with relevant information relating to the performance and development
- To ensure that all members of the tutor and Pastoral team are familiar with its aims and objectives

- To represent the Pastoral Area views and interests at meetings
- To ensure displays around the school in particular in corridors promote good levels of learning, behaviour, attendance and punctuality working with the form tutors, pastoral leads and attendance manager
- To actively promote the development of effective links with parents and external agencies
- Support the Head of Key stage to monitor and support the overall progress and development of students within the Key Stage
- Support the Head of Key stage to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to, and that appropriate action is taken where necessary
- To contribute to PSHE and Enterprise Education according to School Policy
- To ensure the Behaviour Management system is implemented across all teachers within key stage so that effective learning can take place

GENERAL

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example
- To attend and participate in, all relevant meetings as required
- To participate in the duty rota before, at break, lunchtime and after school
- To supervise IE /Seclusion as part of the rota system
- To conduct student interviews and questionnaires as part of the School Self Evaluation process
- To attend Parents Evenings and special events as relevant to the Year
- To escort trips and visits as required
- To continue personal development as agreed
- To engage actively in the performance review process
- To undertake any other duty as specified by STPCD not mentioned in the above
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this Job Specification
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee for develops a disabling condition

I have read and accept this job description

Signature: _____

Print Name: _____

Date: _____

Review and amendment

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.

ENRICHING **LIVES;** TRANSFORMING **FUTURES**

EXCELLENCE.

DEDICATION.

AMBITION.

INTEGRITY.

TRADITION.