

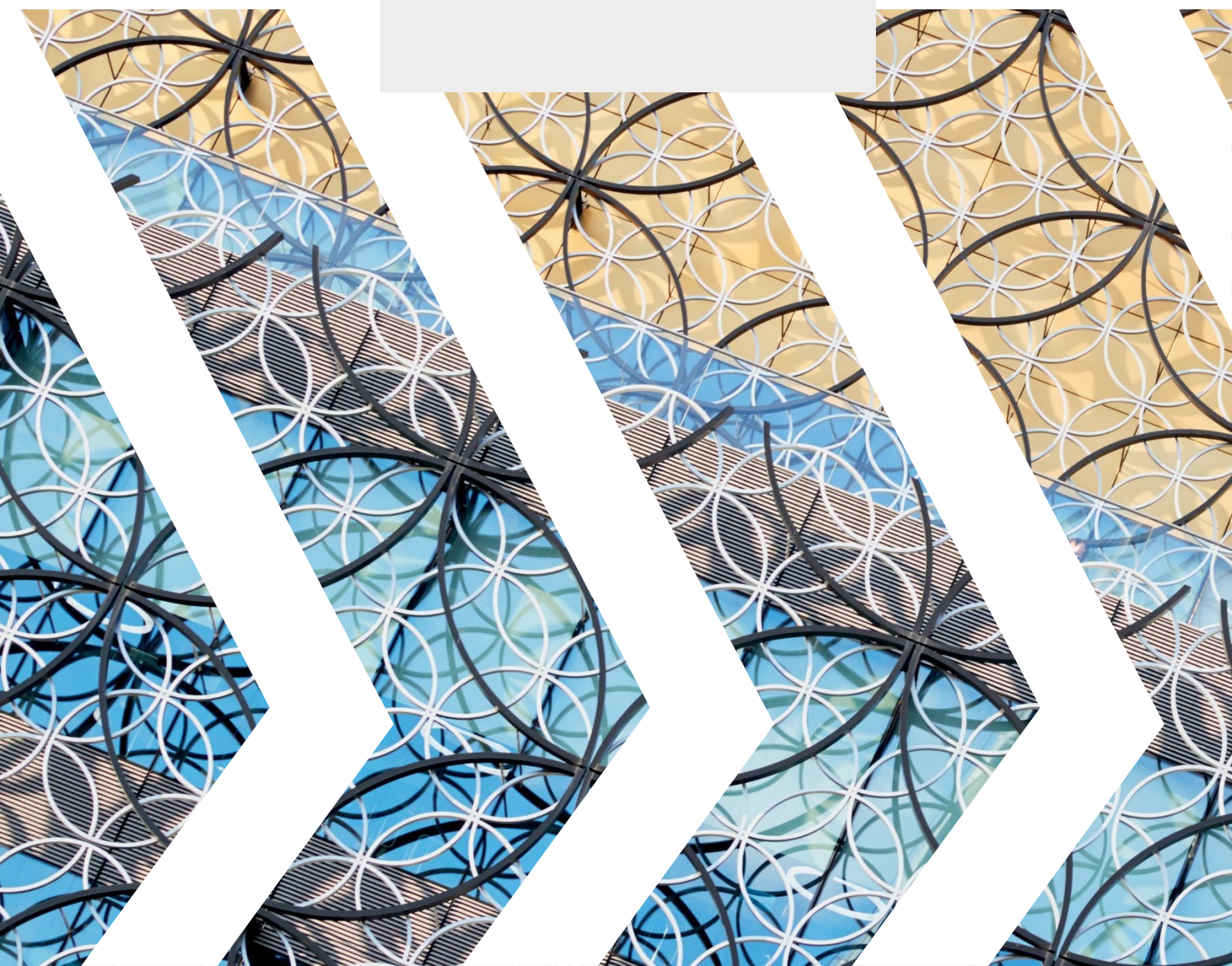


FAIRFAX
MULTI-ACADEMY TRUST



ASSISTANT HEAD OF YEAR

JOB DESCRIPTION



JOB DESCRIPTION

ASSISTANT HEAD OF YEAR

POST HOLDER**RESPONSIBLE TO**

Head of Year

LINE MANAGEMENT OF

N/A

WORKING HOURS

37 hours per week (no TOIL) Term time only

WORKING PATTERN

Your normal daily work pattern is Monday to Friday 08:00 to 16:00 (with a 30-minute early finish one of the days) and with an unpaid half hour lunch break

SALARY

FMAT Scale SC6

HOLIDAY ENTITLEMENT

JOB PURPOSE

The Assistant Head of Year will work with their allocated year group to ensure high standards of behaviour, attendance and punctuality in that year group. They will also provide a high level of pastoral support to ensure student's needs are met. They will support the Head of Year in:

- Raising standards of behaviour, achievement and participation in the relevant year group
- Ensuring that students receive the pastoral support that is necessary to achieve academically;
- Ensuring that students in the year group actively demonstrate Trust values in all they do.

The Deputy Head of Year will work with students and their parents to improve standards and academic outcomes. They will be responsible for promoting and instilling the Trust values of dedication, ambition, excellence, integrity and tradition into the children they support.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

- Support the students pastorally in order to remove barriers to achieving excellent outcomes. These barriers include:
 - Poor behaviour
 - Poor attendance
 - Poor punctuality
 - SEMH needs
 - SEND needs

- Ensure excellent standards of uniform and conduct of all students, intervening as appropriate to ensure that the highest standards are maintained
- Ensure effective communication between the Academy and all parents of students in the year group
- Support the Head of Year to oversee, monitor and evaluate the key calendared events for those students in the year group
- Contribute to the on-call system and the running of school detentions
- Mentor specific students from their year group in order to improve behaviour and/or attendance. This will include weekly sessions and lesson visit
- Be on duty for break and lunch for their year group to ensure standards are high during social time
- To undertake such duties as their respective line manager may determine as reasonably falling within the role
- To undertake whole Academy duties as may be reasonably determined by the Head of Year

GENERAL

- Promote and safeguard the welfare of students you come into contact with
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Trust

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.