

Job Title:	Assistant Head of Year	Department/Group:	Pastoral
Level/Salary Range:	Band 6 SCP 22	Reporting to:	Head of Year/Key Stage Coordinator
Safer Recruitment Statement			
Mortimer Community College is committed to safeguarding and promoting the well-being of children and young people and expects all staff and volunteers to share this commitment.			
Main Objectives of Role			
To promote and safeguard the behaviour, health, safety, personal, social and emotional welfare of students in an allocated year group. To contribute to the welfare of students within the allocated year group through the provision of appropriate support and guidance, and the coordination of all non-academic interventions. To support the Head Of Year in their daily duties.			
Job Description			
<p>As an Assistant Head of Year, you will work alongside a Head of Year (HOY) to collaborate with staff, parents and outside agencies in order to provide support, guidance and interventions that impact positively on student well-being, personal, social and emotional welfare, and improve student behaviour, attendance and punctuality.</p> <p>This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, and other current education and employment legislation.</p> <p>This job description may be amended at any time in discussion between the Head Teacher and the member of staff. The main areas of responsibility and key tasks are to:</p> <ul style="list-style-type: none"> • maintain both a high-profile and visible presence around the school and with families; • assist the HOY in ensuring our expectations are followed; • support with assemblies in partnership with the HOY, Key Stage Coordinator and Deputy Head Teacher (Pastoral); • support the HOY with the behaviour of students in the year; • support the HOY in implementing school rewards, sanctions, policies and initiatives; • ensure that the HOY, and all Line Managers, are informed of matters relevant to the year group; • work closely with tutors, key school staff, parents/carers and outside agencies to support the personal, social and emotional welfare of students in the allocated year; • support the HOY in working with other key staff to support students; • support the HOY in meeting the pastoral needs and support arrangements of students in Local Authority Care; • assist with investigating incidents, gathering statements and reporting on outcomes; • follow up and deal with incidents, in liaison with the HOY and Key Stage Coordinator, where appropriate; • assist with our centralised detentions (for students who fail to meet our expectations) during breaktime and after school, up until 4:30pm; • support specific students to achieve improvements in their behaviour; • to provide cover for lessons across the curriculum when teachers are absent; • liaise with the HOY to make both internal counselling referrals and referrals to other outside agencies; • promote the school's policy on safeguarding and work closely with the Designated Person for Safeguarding in respect of vulnerable individuals, where appropriate; • facilitate daily breaktime and lunch duties; • use CPOMS and ClassCharts to update information and records for all students; • provide up to date data and records on individuals and groups as required; • follow safe working practices in all aspects of your role; • take responsibility for your own CPD and PM; • take a proactive approach at all times. <p>Any other duties which may arise during the course of work and as authorised by the Head Teacher. Such duties will be commensurate with the general level of this post and will be subject to the skills and abilities of the post holder.</p>			
Date:	May 2023		