



### JOB DESCRIPTION

<b>Job Title:</b>		<b>Senior Assistant Head of Year</b>			
<b>School:</b>		<b>Benfield School</b>			
<b>JE Code:</b>	A4516	<b>Evaluation:</b>	542 points	<b>Grade:</b>	N7
<b>Date:</b>	November 2022	<b>Status:</b>	Final		
<b>Responsible to:</b>		Head of Year(s)			
<b>Responsible for:</b>		N/A			
<b>Job purpose:</b>		<p>To be responsible for designated year group(s) to support the Head of Year(s) to achieve academic progress for all pupils, outstanding levels of attendance, punctuality, Behaviour for Learning and Attitudes to Learning.</p> <p>To lead the planning and implementation of an aspect of a whole school intervention or strategy related to progress, attendance, punctuality, behaviour, attendance and welfare.</p>			

#### Main responsibilities:

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Work as part of an integrated team to contribute to the school's priorities in respect of ensuring improved outcomes for pupils and their families, including improved progress, attendance, punctuality, Behaviour for Learning and Attitudes to learning.
2. Support the Head of Year(s) to implement innovative and evidence-based strategies, interventions and systems to impact positively on key pupil outcomes.
3. Support the Assistant Headteachers to implement, monitor and evaluate targeted interventions to improve outcomes for individual or small groups of pupils.
4. Encourage positive attitudes and behaviour in and around school and personally manage incidents of poor behaviour to support pupils to learn effectively in accordance with the School's Behaviour Policy.
5. Manage child protection concerns in accordance with the School's Safeguarding and Child Protection policies and protocols, making appropriate referrals and attending strategy meetings.

6. Be available for pupils and families in the relevant year group(s) before, during and after the school day and be the first point of contact for parents/carers in relation to academic progress, attendance, punctuality, Behaviour for Learning and Attitudes to Learning.
7. Liaise with individual teachers, Form Tutors and Heads of Departments in relation to academic progress, attendance, punctuality, Behaviour for Learning and Attitudes to Learning, and welfare matters.
8. Lead aspects of assemblies and other whole year group events.
9. Participate in and contribute to the team around the family:
  - attendance and contribution to professional meetings;
  - undertake work with families and report on progress and issues to such meetings, and undertake regular reviews of such work;
  - work with other colleagues within the trust and from external agencies to plan and deliver appropriate intervention for pupils and families;
  - maintain effective records in respect of individual caseloads; and
  - escalate staged response intervention where appropriate.
10. Work daily with pupils and vulnerable pupils and their families who may have complex needs and challenging circumstances and support the identification and assessment of their needs, including making referrals to specialist providers and undertaking home visits where appropriate.
11. In specified cases act as the Lead Professional, co-ordinating and holding multiagency partners to account for their actions, to ensure individual pupils receive appropriate support and interventions from external agencies.
12. Support and implement effective induction and transition arrangements for new pupils within specific year group(s) to ensure their positive integration into school life at Benfield School.
13. Positively engage with the trust's strategies and approaches for attendance, welfare, family support and vulnerable pupils in liaison with the trust's central Family Support Team.
14. Lead the planning and implementation of one or more whole school systems or priorities related to enabling learners to achieve improved outcomes, such as:
  - attendance, behaviour or child protection systems
  - mental health and student wellbeing
  - designated safeguarding lead
  - assembly programme
  - careers education, information, advice and guidance.
15. Where appropriate, follow procedures to initiate the legal process to fine/prosecute parents where they fail to ensure a pupil's regular attendance at school.
16. Provide additional support for cover supervision for classes and inclusion/exclusion facilities as necessary.

17. Undertake exam or assessment support where required.

**Trust responsibilities:**

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meetings.