

**Hanson School****JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Assistant to Head of Year</b>
<b>SALARY GRADE:</b>	Band 6 (17-21)
<b>STATUS:</b>	Permanent
<b>HOURS:</b>	37hours per week, 38 weeks term time plus 5 training days
<b>HOURS OF WORK:</b>	8.00am – 4.00pm Monday to Friday with 30 minutes for lunch to be taken outside of the schools split lunchtime.
<b>RESPONSIBLE TO:</b>	<b>Head of Year/s</b>

**Overall purpose of this post:**

To support the Head of Year/s with the pastoral arrangements of the school in creating a positive year identity and in establishing high standards of achievement, behaviour and attendance.

**Objectives:**

- To assist and provide support to the Head of Year and Director of Key Stage by ensuring communication of matters relating to their year are clear and well publicised.
- To assist and support the Head of Year with all pastoral arrangements for a year group.
- To support the Head of Year with monitoring students' academic progress and development of appropriate intervention strategies as deemed necessary.
- To assist and provide appropriate support to the head of year to address the needs of the students who require help to overcome their barriers to achievement, both inside and outside of college, enabling them to reach their full potential.
- To assist the Head of Year in liaising both internally and externally with agencies and individuals to support students' progress.
- To assist Head of Year in dealing with student problems as they arise, by supervising students and communicating any action to the relevant staff, and or parents/carers.
- To support the Head of Year in maintaining regular contact with the families/carers of students in need of extra support, keeping them informed of the student's progress and needs.
- Ensure that allocated administrative and clerical records and systems are maintained accurately and kept up to date and performed on time.
- To assist, engage and support with student attendance and liaise with the Education Welfare Officer as required.

- To ensure that the School Behaviour Policy is adhered to in relation to individuals and groups of students.
- To implement and promote Bradford City Council's and the School's policies and procedures relating to all areas of employment and service delivery.

**Child protection**

- Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively.

**Summary of job tasks:**

- To maintain daily contact with Head of Year to share information and harmonise meeting structures, etc.
- To provide administrative support for the Pastoral Services and the School.
- To update and maintain the relevant filing, clerical or computerised record systems, databases, spread sheets etc.
- To provide administrative support for student exclusions.
- To ensure that callers and visitors to the school are dealt with in a friendly and courteous manner.
- To ensure that the school's high standards of care are achieved.
- To ensure accuracy and confidentiality in dealing with requests and maintaining records.
- In the absence of the Home School Liaison Officer to support with monitoring and recording attendance
- To provide straightforward statistics and management reports as requested.
- Not eligible to undertake an additional duty as a lunchtime supervisor.

**Other Tasks:**

- Keep up to date with the relevant guidelines, procedures, forms etc. used in the School.
- Deal with students who are sick or ill until collected by parents/carers.
- Support the school pastoral system by playing an active role in the tutor system.
- Be proactive in challenging poor behaviour during lesson and at break and lunchtime in line with the college behaviour policy.
- Undertake duties and tasks related to the above deemed reasonable by the Head teacher and Business Manager.
- Attend relevant courses and any other training deemed reasonable within the requirements of this post.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher/Business Manager to reflect or anticipate changes in the job commensurate with the grade and job title.

**HANSON SCHOOL  
PERSON SPECIFICATION**

**Assistant to Head of Year**

<b>CRITERIA</b>	<b>REQUIREMENTS</b>	<b>E/D*</b>
<b>A. TRAINING AND EDUCATION</b>	GCSE English or equivalent qualification	E
	GCSE Maths or equivalent qualification	E
	IT Qualification or good knowledge of using Word, Microsoft, Excel	E
	SIMS Trained or relevant experience	D
	A willingness to be trained in any other systems as required.	
	Hold a First Aid Qualification.	D
<b>B. EXPERIENCE AND KNOWLEDGE</b>	At least one year working in an office environment.	E
	Experience of working in an educational environment.	D
	Experience of dealing with the public both face to face and on the telephone.	E
	Knowledge of good practice, policies and procedures in schools/colleges including Child Protection.	D
<b>C. EQUAL OPPORTUNITY</b>	Must be able to recognise discrimination in its many forms and willing to put the Council's Equal Opportunities Policy into practice.	E
	Must be sensitive to the requirements of disadvantaged groups and students with special educational needs.	E
<b>D. QUALITIES AND SKILLS</b>	Good organisational skills and self motivated.	E
	Ability to work on own and as part of a team to meet deadlines.	E
	Ability to multi-task and prioritise work effectively on a day-to-day basis and when under pressure.	E
	Appreciation of the need for honesty and confidentiality.	E
	Have a pleasant and caring manner when dealing with students, parents/carers, governors, visitors and staff.	E
	Good communication skills both written and verbal.	E
<b>E. OTHER CONDITIONS</b>	Willing to work additional hours to support staff absence if required.	E
	Able and willing to attend/achieve further training/qualifications where appropriate, e.g. First Aid, ICT, etc	E
	Must satisfy relevant pre-employment checks.	E

\* E = Essential D = Desirable