FIR VALE SCHOOL: JOB DESCRIPTION

**Post Title: Deputy Head of Year**

**Hours of work:** 37 hours per week, 41 weeks

**Salary:** Grade 4

**Responsible to:** Head of Year

**Responsible for:** Supporting pastoral leadership of a year group.

**Personal Development, Behaviour and Welfare**

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|   Responsibilities include to: |
| 1. Take a supportive lead role in leading, managing and delivering pastoral support for a year group of pupils.
2. Take a supportive lead role in managing standards of pupil behaviour including early intervention and working with teams to support pupil attendance, punctuality and achievement.
3. Support pupils’ personal needs including but not limited to their social, emotional health & hygiene development
4. Develop effective relationships with pupils, parents/carers, families, and the community.
5. Support and implement our school recognition and sanctions system.
6. Undertake supervision of pupils including before and after school, during lunch and other breaks as part of duty teams
7. Collate work for students who are excluded
8. Support staff in raising levels of achievement for all pupils
9. Undertake assessments of students to determine those in need of particular help
10. Provide objective and accurate feedback and reports as required. Maintain accurate records for each pupil including interventions.
11. Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of students
12. Manage on a rota basis the supervision of students excluded from, or otherwise not working to, a normal timetable
13. Develop and implement of pupil plans in order to raise standards of personal development, behaviour and welfare e.g. behaviour, engagement and learning
14. Supervise students on visits, trips and out of school activities as required

**Leadership and Management** You have a responsibility to:1. Support systems and processes that promote the principles of safeguarding, health, safety and security, confidentiality and data protection including GDPR.
2. Develop skills to enable the identification of those students in need of support using a wide range of information, including academic progress data, behaviour data, attendance and punctuality data, etc and coordinate provision
3. Help identify barriers to learning in relation to behaviour, motivation, aspirations and academic achievement and respond by providing access to support for individual students
4. Support the planning, organisation and delivery of events celebrating student achievement
5. Liaising with feeder schools and others to support the successful transition of pupils into secondary school
6. Contribute to the continuing development of systems to raise standards of personal development, behaviour and well-being.
7. Contribute to the overall ethos/work/aims of the school
8. Support the organisation of the parents’ evenings, student reviews and any other events or activities relevant to the year group.
9. Participate in training and other learning activities as required
10. Use own strengths and areas of expertise to advise and support others
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**Other**

As may be reasonably required in agreement with the Headteacher

**(Headteacher)Signed:………………………………** Date………………………………… **(Employee)Signed:……………………………………** Date:………………………………

*All the above duties and responsibilities to be carried out in accordance with Fir Vale School’s Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety*