Job Description

Job Title: **Deputy Head of Year (Non-Teaching)**

Grade / Salary:

Responsible to: Co-Headteachers

Line Manager: Head of Year

**Main Objectives:**

**Main Responsibilities**

To work with and support the Heads of Year (HoY) and Senior Leadership Team in providing pastoral support and ensuring the highest expectations of learning and behaviour around the school within a caring, supportive and safe environment.

* To support the Co-Headteachers in the implementation of the School Improvement Plan
* To support the Head of Year for a specified year group
* To support with specific behaviour management

**Responsibilities:**

**Core:**

* To deputise for the HoY in their absence
* To provide a high level of support to students and staff in all matters relating to student wellbeing and behaviour
* To be a presence around the school at key times including break and lunch time when needed
* To manage late detentions and Reset sessions for your Year group
* To work with the HoY to monitor student attendance and interventions to ensure excellent attendance
* To monitor and review students’ Pastoral Support Plans and organise review meetings for HoY
* To supervise students writing statements following behaviour incidents when needed
* To ensure good communication between students, staff and families in the spirit of partnership in the areas they are responsible for
* Liaising with the Attendance Lead on punctuality, attendance and EWO issues
* Liaising with external agencies where necessary
* To ensure that the Fortismere Behaviour Policy is implemented across the year group in order that effective learning can take place.
* To monitor instances of bullying and supporting students in difficulty in conjunction with the HoY
* To work collectively as a team of Deputy HoYs, managing and resourcing the Pastoral Hub room(s)
* Support the integration of in-year admission students and managed moves
* To assist the HoY in ensuring attendance and engagement in parents’ evening

Continued … / 2

* To improve parents’ engagement with school systems of communication and reporting
* To monitor and keep up to date the issuing of time out/toilet and other passes and record in SIMS as needed
* To provide administrative support, e.g. filing and creating student files, emailing, completing standard forms, responding to correspondence in relation to the role directed by the HoY
* To liaise with external persons (parents, social workers, Local Authorities etc.) in relation to organising appointments for the HoYs
* To support the preparation of student’s files for exclusions as is required
* To represent your year at Inclusion Panel

June 2023

Signed: …………………………………………..… Date: …………………………