



JOB DESCRIPTION

Job Title:	Assistant Head of Year
School:	The Cornerstone Academy
Responsible to:	Head of Year, Assistant Principal and Vice Principal

Main Job Purpose

- 1) Provide support, encouragement and remove barriers to learning for students within their remit, as directed by the Head of Year, Assistant Principal and Vice Principal.
- 2) Work with a range of stakeholders, parents, support staff, outreach agencies and other schools to ensure the continuity and progress of individual students, to ensure barriers to learn are addressed and as directed by the Head of Year, Assistant Principal and Vice Principal.

Main Responsibilities and Duties

Pastoral Care:

- 1) Work with the Head of Year and Inclusion Team to support student's emotional wellbeing and mental health.
- 2) Respond to conflicts and situations as they arise. Defuse situations and develop strategies for those involved in conflict.
- 3) Be able during lunch and break times to deal with immediate situations as they arise.
- 4) Develop ideas for activities and groups that will support student engagement and positive attitudes towards learning.
- 5) Keep administrative records of all work with students, families and external agencies.

Family Support:

- 1) Promote a home/school liaison service by being available for parents on both a drop-in and appointment basis.
- 2) Create and review individual behaviour plans with families.

Student Progress:

- 1) Meet regularly with the Head of Year to ensure progress is being made by all groups of students.
- 2) Participate in inclusion plans and reviews as needed.
- 3) Run initiatives such as homework intervention to enable students to catch up.

Outside Agencies:

- 1) Work with the full range of outside agencies available in order to ensure the best support for all students.

School Pyramid:

- 1) Aid entrance of students from feeder schools.
- 2) Visit feeder schools and develop methods that will help the new intake of students.

Other duties:

- 1) Support the school's fire and emergency procedures by being familiar with the instructions, located in all teaching areas, for staff and students – and take appropriate action should the need arise.
- 2) Support the school's security procedures by challenging anyone on the premises without a school visitor ID badge and ensuring that the school office is informed.
- 3) Retain the confidentiality of all aspects of school life.
- 4) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 5) Comply with all decisions, policies and standing orders of the school, United Learning and the BCP Council; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 6) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed policies and procedures.

Supervision and Management of People

- 1) Some limited supervisory responsibility for temporarily assigned staff, including on-the-job training.

Knowledge and Skills

- 1) The post holder will undertake a variety of advanced tasks that require detailed knowledge and skills, including caring, communication and interpersonal skills, behaviour management, and child protection issues.

Creativity and Innovation

- 1) The post holder will develop solutions for individual student issues and support the development of progress strategies.

Resources

- 1) The post has limited responsibility for physical or financial resources.

Work Environment

- 1) Work is subject to deadlines and changing demands.
- 2) Work requires normal physical effort in a heated, lit and ventilated environment.
- 3) The post involves some risk to personal safety.

Prepared by: The Cornerstone Academy

Date: February 2025

Signed: _____

Print Name: _____

Date: _____

PERSON SPECIFICATION

Job Title:	Assistant Head of Year
School:	The Cornerstone Academy

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none">• Previous experience of working with children• Experience in Emotional Literacy Support desirable• Microsoft IT programmes essential• Management Information system experience desirable	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none">• 5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience	Application form Certificates Interview
Aptitudes & Abilities	<ul style="list-style-type: none">• Excellent inter-personal skills• Strong management and organisational skills• Ability to handle confidential information with discretion• Ability to understand, respect and value young people's views.	Application form Interview References
Knowledge	<ul style="list-style-type: none">• Knowledge of school's behaviour and management policy and procedures• Knowledge of school's fire and emergency procedures• Knowledge of Child Safeguarding procedures	Application form Interview References
Attitude / Motivation	<ul style="list-style-type: none">• Self-motivated, flexible and open to change	Application form Interview References
Other Factors	<ul style="list-style-type: none">• Commitment to Equal Opportunities• Enhanced DBS check	Application form Interview References DBS process