

Harrow High School
Job Description



Post : Assistant Head of Year (AHOY)
Salary Range: H5
Hours : Monday–Friday 8.30 am – 5pm (30 mins break)
36 hours plus 4 hours contracted overtime - term time only

Responsible to: Head of Year

1. **Accountabilities - AHOY**

- Comply with the requirements of and act in accordance with the school's Child Protection procedures attending case conferences to provide information at the request of the Designated Teacher for Child Protection
- Ensure compliance on Harrow Council's and the school's information security policies, maintaining confidentiality
- Support the SAL in achieving excellent attendance and punctuality for all learners within a year group
- Support the SAL in achieving excellent attendance, engagement, progress and behaviour for all learners within a year group
- Deliver good cover lessons when required (to an average of approx. 15 sessions/week)
- Work with SAL, parents and learners to ensure the excellent impact of success plans for learners in a year group
- To ensure an excellent standard of uniform in a year group

2. **Main Duties and Responsibilities**

- To support the SAL to monitor, evaluate and review progress, attendance and behaviour data for a year group
- To work with parents, teachers and carers to create, implement, monitor and review success plans where necessary
- Facilitate conflict resolution meetings between learners
- Attend Child Protection meetings and complete all relevant administration
- Liaise with key personnel including multi-agency partners working with them to remove barriers to learning that vulnerable young people may be experiencing
- Run at least two group mentoring sessions every week to support learners in achieving excellent behaviour and achievement
- Monitor punctuality and attendance every day and ensure appropriate follow up action is taken in line with the attendance processes
- Conduct parental/carer meetings to identify and follow up issues regarding behaviour, punctuality, behaviour or academic progress as required

- To provide support to the SAL in properly integrating mid-term entrants into the year group
- Support the Attendance and Admissions Officer gather information from previous school on behalf of mid-term entrants to the school
- Phone parents/carers to follow up internal and external truancy
- Phone parents/carers to follow up on issues to do with uniform, behaviour and punctuality
- Liaise with Safeguarding Administration in the completion of new Child Protection files for new learners whenever new learners arrive at school. Keeping these up to date under the direction and supervision of the Designated Safeguarding Lead and the SENCO
- To undertake daily break duties as required
- Follow up breaches of the detention protocol with learners and parents/carers under the direction of the SAL
- To support learners in form time during registration and to cover registration periods as required
- To support vulnerable learners by 'drop ins' to lessons
- Undertake invigilation under the direction of the Examination Officer
- To carry out any other reasonable duties requested as and when required and with agreement

3. Other Specific Duties

- To undertake duties as specified by the headteacher not mentioned in the above
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.