



Job Description and Person Specification

Deputy Head of Year: Wellbeing Salary Band 6 Pt 12-13 / Band 7 Pt 14

Purpose	To work as part of a team with other staff responsible for the progress and well-being of all pupils
Reporting to	Head of Year / Inclusion Leadership Team
Working Time	37 hours per week / 52 weeks per year
Holiday	26 days plus bank holidays

Specific Areas of Responsibility

- Work as part of the leadership team for the year group.
- Work with the Year Team and others to identify individuals and groups whose wellbeing may need additional support if they are going to make progress.
- Work in partnership with external agencies to support the wellbeing of young people.
- Maintain communication with key stakeholders so that information is shared appropriately to support the wellbeing of the young person.
- Play a key role in safeguarding; apply policies and follow required processes to ensure that Keeping Children Safe in Education is at the heart of your practice at all times.
- Monitor attendance at lessons and follow up unexplained absences.
- Work with the attendance team to raise attendance.
- Support with referral to the Diagnostic Hub and complete assessment tools as required.
- Support with referrals for reduced hours and crisis provision, completing relevant paperwork and record keeping.
- Investigate incidents involving pupils and ensure all relevant information is shared as appropriate to ensure that the behaviour policy is administered fairly and consistently.
- Play an active part in the planning for, and participation in, Year Group activities.
- Deputising for Head of Year and Deputy Head of Year: Progress, as necessary.
- Relate to pupils and adults in an empathetic manner
- Develop a rapport with pupils and their families
- Deal with difficult situations and/or individuals in a calm, fair but effective manner
- Deal with sensitive issues in confidence
- Communicate effectively, face-to-face, electronically or by telephone, with pupils, parents, school staff, other agencies, etc
- Carry out a duty in an area allocated during one of the school breaks as directed
- Maintain an effective and meticulous approach in a highly pressured environment
- Write reports and letters as appropriate, on matters relating to pupil attendance/behaviour/ welfare
- Keep accurate and appropriate records
- Prioritise workloads and work to deadline
- Work as part of a team and use own initiative when required
- Work flexibly and manage own time to best effect
- Report and account to line manager as appropriate
- Undertake relevant training

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum resourcing to secure co-ordinated outcomes for learners

Health, safety and discipline

- Assist on the Health & Safety requirements of science technicians
- Promote the safety and wellbeing of pupils within science

Professional development

- Take part in the school's appraisal procedures
- Take part in training and development
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with relevant stakeholders
- Develop effective professional relationships with colleagues
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

All colleagues will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

Mobility Clause

You may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role.

Flexibility Statement

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Line Manager and School Leadership.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the employer reserves the right to make changes to the job description following consultation



CRITERIA	QUALITIES
Qualifications and training	Evidence of professional development
Skills and knowledge	Excellent communication and organisational skills Knowledge of guidance and requirements around safeguarding children Good IT skills, including previous use of school systems such as MIS and safeguarding systems. Effective communication and interpersonal skills Ability to communicate a vision and inspire others Ability to build effective working relationships with staff and other stakeholders
Personal qualities	Commitment to upholding and promoting the ethos and values of the school Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to equity

King's Academies are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

King's Academies pursues a policy of equality of opportunity.