



GREATFIELDS SCHOOL

Job description for Assistant Head of Years 12 and 13 (non-teaching)

Line manager:

The postholder will be responsible to the Head/s of Years 12/13

Scale: APTC Scale 5 (pro rata, term time only)

Core responsibilities and duties:

- To support the vision and strategic direction of Greatfields by providing outstanding pastoral care that reduces barriers to learning.
- To champion and model at all times the school's core ethos of positive behaviour management.
- To deputise for year leaders as appropriate, for example at line ups.
- To support the Heads of Year with the praise and rewards system which motivates all students and helps develop a Growth Mindset
- To support the Heads of Year in improving attendance and punctuality in their year groups
- To support with daily behaviour issues around the school.
- To supervise Sixth Form Independent Study
- To establish constructive relationships and communication systems with parents/carers regarding attendance and behaviour.
- To support the Head/s of Year with the effective implementation of form time
- Support learners and encourage positive attitudes to learning in and around school, especially as part of an on-call system, actively walking around school.
- To look for CPD and other professional development opportunities in order to develop own practice and that of the school.

This job description will be reviewed regularly and may be subject to change at any time after consultation with the postholder.