



GREATFIELDS SCHOOL

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Great Careers

JOB PACK

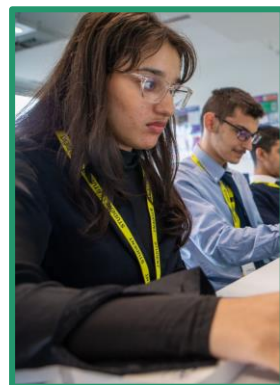
POST: Assistant Head of Year (non teaching)

SALARY: APT&C Scale 5 pro-rata £25,815 actual salary

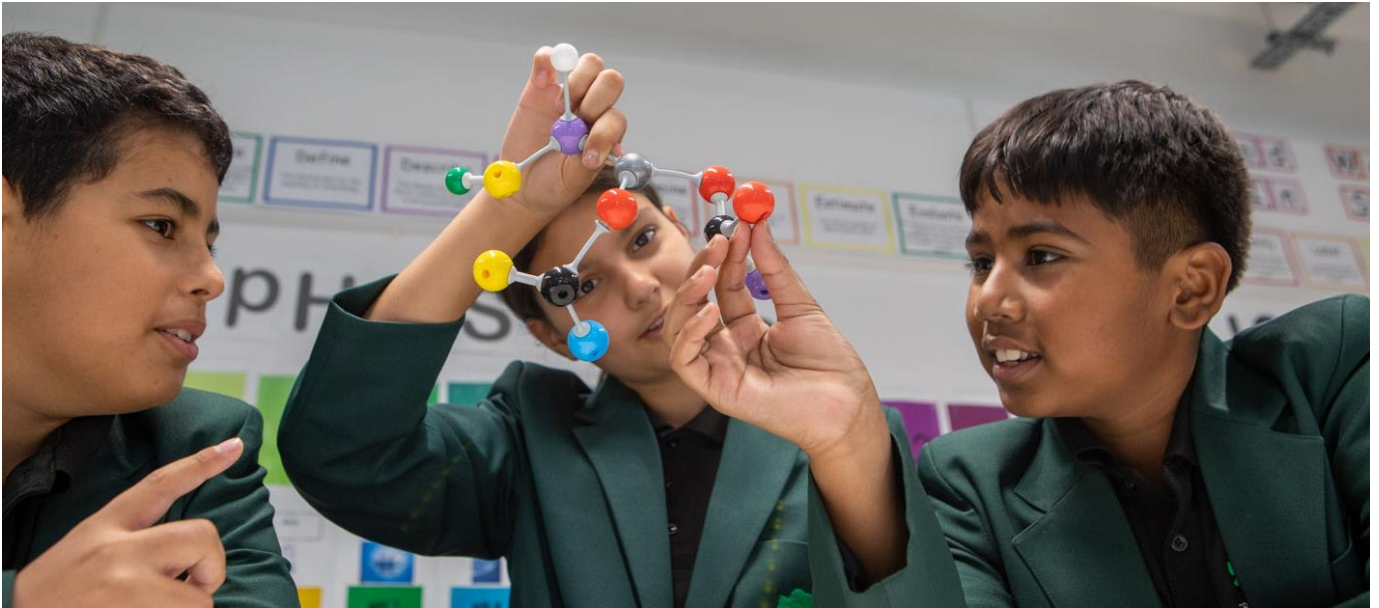
DEADLINE FOR APPLICATIONS: Thursday 18th April 2024 by 12pm

INTERVIEWS: Tuesday 23rd April 2024

CONTRACT TYPE: Fixed Term until August 2025



The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.



The school

Greatfields School opened in September 2016. We are located in Barking, East London, and are proud to be the first secondary school to be built on the Gascoigne Estate. We have quickly established a positive reputation with our parents and local community, and are known for our excellent behavior and the high ambitions we have for the young people of this community. We currently have approximately 970 students, and our Sixth Form opened in September 2022.

Our vision

We believe that our young people can compete with any other child in the country and we do everything we can to ensure that they have the same opportunities as other young people across the country. It is incumbent upon us to give our students access to a broad, engaging and challenging curriculum; to give them access to a range of activities, trips and clubs outside of the classroom to develop their cultural capital; and to develop their levels of resilience, determination and work ethic.

We also passionately believe in ensuring our young people feel safe and happy in school. This is done through the establishment of high expectations and clear routines and by taking a positive approach to behaviour at all times. This means that staff never shout at or demean our young people, and we understand the importance of mutual respect at all levels of the school.

Finally, we care deeply about and understand the responsibility we have towards our local community. This is a school embedded in the community and is one which we are proud to serve.



Job description

Line manager: The postholder will be responsible to a Head of Year

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 Inclusion and Sixth Form study areas.
- To establish constructive relationships and communication systems with parents/carers regarding attendance and behaviour.
- To support the Heads 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.



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Notes: The above mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out other appropriate duties as may be required by the School Business Leader or Head of School within the grading level of the post and the competence of the post holder.

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