



# Information for Prospective Candidates



Gildredge  
House

An Ofsted  
**GOOD**  
School



**OCTOBER 03 2024**

**Gildredge House**

**Position: Assistant Head of Year (Support Staff)**

**Hours: 35 hours per week, term-time only**

**Deadline: 9.00 a.m. on the closing date – see website**

# An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of Assistant Head of Year (Non-teaching/Support Staff). We hope this pack is informative and useful but if you require any additional information or have questions, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk)

**CLOSING DATE:** By 9.00am on the closing date - please see website for details  
**START DATE:** As soon as possible following all pre-employment checks  
**INTERVIEWS:** In the week following the closing date  
**HOURS OF WORK:** 35 hours per week, (Monday to Friday 8am until 4pm during term-time including 1-hour unpaid break) 37.4 weeks, 26 days paid holidays (inclusive of bank holidays). Total of 43.2 paid weeks per year

**Starting salary: Grade 6 Point 14 on the Gildredge House Support Staff Scale 2023-24: £24,703 FTE (to a maximum of £25,545 FTE Grade 6 Point 16). Actual salary, pro-rata: £19,360 - £ 20,020**

- Do you enjoy working in a busy and varied environment?
- Are you highly organised, effective and looking for your next challenge?
- Are you flexible, forward thinking, resilient and able to work under pressure?
- Do you possess high emotional intelligence?
- Can you work under pressure whilst remaining calm and approachable?
- Do you understand the importance of safeguarding young people?

If the answer is 'yes' to these questions then Gildredge House wants to hear from you.

We are looking to appoint an exceptional candidate to fill the post of Assistant Head of Year (Non-teaching/Support Staff)

The Assistant Head of Year will be working with the Head of Year and Key Stage Pastoral Co-ordinators to provide professional and comprehensive pastoral provision for the students at Gildredge House. The main aspects of the role will be to provide effective support within the pastoral team with a focus on the behaviour, welfare, safeguarding and attendance of the students. The ideal candidates will be flexible in their approach and have the ability to think quickly on their feet.

**Our school motto: 'Aspire'**

If you wish to discuss the post further or would like a tour of the school, please contact us via [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk)

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration of Disqualification under the Childcare Act 2006.

Please note that under the GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

## Assistant Head of Year (Support Staff): Job Description

**Salary: Grade 6, Points 14-16, on the Gildredge House Support Staff Scale**

**Reports to: Head of Year**

The job description below gives an insight into the tasks and responsibilities for the non-teaching post of Assistant Head of Year (Support Staff).

### **Main Responsibilities, Tasks and Duties:**

To provide support and pastoral care to one Year Group within the school. To report to the Key Stage Pastoral Co-Ordinator, Education Welfare Officer, Head of Year and associated Senior Leader, in relation to student progress, behaviour, attendance and well-being, for the designated year group. To liaise with both students and parent/carers where appropriate.

To accurately update and manage student data in an effective and timely manner, ensuring confidentiality is maintained and data is accessible to the relevant parties.

### **KEY TASKS**

- To support the pastoral team, tutor or class teacher in providing and organising appropriate care and support for students' pastoral needs. This would range across many student matters, including behaviour, attendance, welfare, achievement and any safeguarding issues.
- To assist the Attendance Officer in monitoring and tracking daily absence and support intervention when required including phone calls to parents.
- To support the tutors/teachers in the management of students' attendance by registering and supporting students who are late, identifying students whose attendance is of concern and support in putting strategies in place to resolve those problems.
- To maintain the accuracy of student databases and student record files.
- To provide student tracking reports to Heads of Year including attendance and behaviour data.
- To ensure that important information is provided to members of staff ahead of meetings with parents/outside agencies e.g. attendance, behaviour logs etc.
- To support the Senior Leadership Team in the absence of other pastoral staff and to meet with the Head of Year on a regular basis as part of the support process.
- To provide administrative support to the Head of Year in all their responsibilities - organising Parents' Evenings, reports, detentions, Year group special events, rewards/certificates, etc.
- To support the Designated Safeguard Lead and senior staff with child protection issues if required.
- To attend, when appropriate, school/pastoral and year meetings to contribute to the discussions about individual students.
- To support in the supervision of the student areas at break and lunch times as required.
- To lead the procedures for corridor management during breaks, changeovers and any other unstructured school time. Ensuring students are 'Ready to Learn'.
- To support the "on call" system, delivered by the pastoral team and senior staff.
- To support the pastoral room/area if students require time away from the curriculum and a place to reflect.
- To support the restorative and reflective programmes with the school.
- To consistently support and reinforce the ethos of Gildredge House School, that is delivered by all members of staff.

- To make phone calls and/or meet student families to support and/or improve student welfare, attendance and behaviour
- To support additional needs plans by ensuring that information and interventions are logged and carried out.
- To accompany staff on school education visits and work under the direction of the trip organiser, if required.
- To support year group assemblies with the Senior Leadership Team and Head of Year.
- To support pre-admission visitors and/or meetings. This may lead on to supporting a student into a designated year group or class.
- To support Heads of Year and Phase Leader with behaviour logs, child protection logs/tasks, contacting home regarding sanctions/pastoral care, etc
- To take part in training activities offered by the School and County to further knowledge and improve performance.
- To carry out all duties in accordance with Gildredge House school policy.
- In the Secondary School you may be asked to rotate responsibilities with different year groups as required by the Senior Leadership Team e.g. Move from one year to another, if directed, at the end of an academic year.
- To carry out any reasonable task at the request of the Head of School or the Executive Head Teacher.

### **Additional Duties and Involvement**

The following duties and areas of Involvement are specific to this role within Gildredge House and are in addition to those listed above. It is accepted that these items are appropriate to the salary scale for this post.

#### **General:**

1. The post holder will be asked to carry out a number of tasks each day and will need to prioritise these tasks to ensure daily routines are consistently followed, and all deadlines are met.
2. The post holder will work predominately within an allocated Year Group and Key Stage.
3. Working practices will include regular use of a computer including the use of Excel, Word, Outlook and a management information system.
4. Equal Opportunities - The post holder is required to carry out the duties in accordance with the school's Equal Opportunities policies.
5. Health and Safety - The post holder is required to carry out the duties in accordance with the school's Health and Safety policies and procedures.
6. All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

#### **General Expectations**

To abide by and apply all school policies e.g. Behaviour and Exclusions, Health and Safety, Equal Opportunities and Data Protection etc.

To perform such other tasks as may reasonably be required by the line manager or by the Head of School or the Executive Head Teacher.

Maintain confidentiality at all times and uphold the professional standards of the school both in and out of the workplace.

## **Professional Development**

- Attend relevant training as instructed by the school to improve self-performance
- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion

## **Additional Information**

- All School based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the School's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All School based staff will be subject to a full Enhanced DBS check.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of and the safeguarding, well-being and care of students.
- The post-holder is expected to carry out such duties as may reasonably be required by the Executive Head Teacher from time to time, which are commensurate with the grade.



## Assistant Head of Year (Support Staff): Person Specification

Attributes	Essential	Desirable
Qualifications and training:	<ul style="list-style-type: none"> <li>• Good standard of education particularly in English</li> <li>• Willing to undertake necessary safeguarding training</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in liaising and negotiation and working with other agencies</li> <li>• Evidence of further learning such as courses completed</li> </ul>
Knowledge, Understanding & Experience:	<ul style="list-style-type: none"> <li>• Experience of previous administrative post</li> <li>• Experience of producing documents to a high standard using Microsoft Word and Excel</li> <li>• Experience of undertaking a range of clerical and administrative duties including data input</li> </ul>	<ul style="list-style-type: none"> <li>• Any relevant experience of working within a primary/secondary school environment</li> <li>• Knowledge and experience of SIMS or other management software</li> <li>• Knowledge of school policies</li> <li>• Experience of working with teaching staff and support staff</li> </ul>
Skills and Abilities:	<ul style="list-style-type: none"> <li>• Understands the need to be flexible and creative when working with vulnerable students.</li> <li>• Ability to be organised and methodical with high attention to detail</li> <li>• Ability and commitment to work with students in a calm, compassionate and consistent manner</li> <li>• Ability to maintain regular contact with all stakeholders</li> <li>• Able to communicate well, both in writing and orally</li> <li>• Ability to develop efficient record keeping systems and to produce accurate and up to date records and reports</li> <li>• Ability to work on own initiative, dealing with any unexpected problems that arise</li> <li>• Ability to show sensitivity and objectivity in dealing with confidential issues</li> <li>• Ability to present a professional school image</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the educational environment and key national and local policies associated with inclusion</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work effectively and supportively as a member of the school support team.</li> </ul>	
Personal Qualities:	<ul style="list-style-type: none"> <li>• Is self-motivated and hard working</li> <li>• Can work effectively and professionally even when under pressure</li> <li>• Appreciation of the significance of maintaining complete confidentiality relating to students</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people.</li> <li>• Willingness to positively promote the School's aims and ethos.</li> <li>• Willingness to participate in further training and developmental opportunities.</li> </ul>	
Other:	<ul style="list-style-type: none"> <li>• Able to work flexible hours subject to the requirements of the post and student needs</li> </ul>	

***“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”***

If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each child reaches their full potential.

The deadline for applications is shown on the website. If you are interested in the position, please complete an Application Form, available from the school website:

<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please return the completed Application for Employment to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by 9.00am on the date shown on the website.

**We look forward to hearing from you.**