

*Experts in the education of bright girls*

<b>JOB DESCRIPTION:</b>	-	Assistant Head of KS4
<b>SALARY RANGE</b>	-	Scale D pro rata
<b>HOURS PER WEEK</b>		35 hours (8.30-15.45) – 38 weeks a year
<b>RESPONSIBLE TO:</b>	-	AHoy 10/11 KS4 for Pastoral matters, HoYs and DH of Upper School
<b>JOB PURPOSE:</b>	-	To assist the Heads of Years 10 & 11 with pastoral matters and enable students to maximise their achievements across the whole spectrum of school life; also, to manage all aspects of attendance.

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## GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here as directed by the Head Teacher.

This job description is not necessarily a comprehensive definition of the post; it may be subject to modification or amendment at any time after consultation with the holder of the post.

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### Whole School Responsibilities are:

- a) To organise parents' meetings – send out letters, arrange seating, inform of absent staff;
- b) To provide monitoring data for teaching staff;
- c) To maintain and retrieve student files;
- d) To issue Exeats;
- e) To transfer files to new schools;
- f) To help with the organisation and delivery of PSHE sessions and Health Days;
- g) To support the successful induction of the new mid-term students.

### Attendance:

- a) Manage the Attendance Support Assistant;
- b) To process and record absence and "late" letters;
- c) To provide AHoYs with lists of unexplained absence (weekly);
- d) To provide information on lates and absence for grade sheets and reports;
- e) To prepare letters on absence/lates to parents/carers as directed by HoYs;
- f) To keep HoY informed of all attendance issues;
- g) To approve holiday absences for the Head Teacher.

**Assistant Head of Years 10 and 11:**

- a) To work under the direction of the Head of Years (HoYs) and support them in ensuring the welfare of all students in the key-stage;
- b) To keep the HoYs updated daily via email on the work with the students and their parents;
- c) To be a point of contact for students with welfare issues who may self-refer or be referred by staff, parents or other students;
- d) To be a point of contact with parents/outside agencies regarding students in the year;
- e) To follow all procedures as outlined in the flow diagram, school policies and/or Safeguarding policy under the direction of the HoY;
- f) To follow up student/staff, making contact with parents as directed by the HoY
  - This includes following up unexplained absence in Years 10 and 11, amending the registers and, if necessary, ringing the parent/s on the first day of absence;
- g) To make contact with students about whom there are concerns and hold 1:1 meetings to listen to their issues;
- h) To report all issues to the Heads of Year or, in urgent cases where they are not available, to the Head Teacher, the Head of Key-Stage and/or the DSL only and not to discuss the students' issues with any other parties;
- i) To attend meetings/conferences relating to student welfare and support;
- j) To support new students to integrate into the school and existing students to re-integrate and catch up after an absence;
- k) To carry out administrative tasks for the Heads of Year – meeting minutes, filing, drafting letters, form filling etc;
- l) To ensure that Health and Safety procedures are followed effectively and consistently;
- m) To engage in appropriate training for the role.

Signed: ..... Date: .....;.....;;.....;;.....;