**JOB DESCRIPTION**

 **Head of Year Administrator**

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| **Job title** | **Head of Year Administrator** |
| **Reporting to** | **Assistant Head** |
| **Main purpose of job** | * Cover the Isolation room, on call: - Cover for one period each day in the isolation room, making the arrangements for pupil work, management of behaviour
* To work under the instruction/guidance of teaching/senior staff to undertake administration and support tasks
* Support Safeguarding team with day to day issues
* Alternative Provision Placements: - safeguarding responsibility, organising step out visits, providing work, setup of extended work placements, Health and Safety checks. Engagement with schools and employers
* C3 Data/Isolation/QACAR Data: - Accurate updating to enable staff to make precise judgements when producing Development Plans. Support to middle leaders in production of data and identifying trends
* Parental Meetings: - Initial parental contact for Head of Year (when they are teaching), to Increase parental engagement and improve behaviour.
* Supervise groups of pupils undertaking activities in non-teaching situations to improve behaviour of pupils.
* Cascade information to parents in relation to school behavioural policy and procedures.
* When required, act as first point of contact for students with wellbeing issues and ensure that matters are progressed appropriately.
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| **Support for the school** | * Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
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| **All employees have the responsibility to:** | * Ensure any documentation produced is to a high standard
* Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and GDPR, reporting all concerns to the appropriate person.
* Participate in training and other learning activities as required
* Participate in the school appraisal process
* To represent the school at meetings/events as appropriate
* To support and promote the school ethos
* To undertake any other duties and responsibilities as required that are covered by the general scope of the post
* Be flexible in your working hours if required

To undertake any other reasonable duties at the request of the Headteacher |