**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. |
| **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 |
| **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 |