



# Ark Elvin Academy

## Job description: Deputy Head of Year

### The role

At Ark Elvin Academy, we believe that calm, purpose and order are established through the consistency of expectations and explicit teaching of discipline. The role of the Deputy Head of Year is essential to supporting this.

The Deputy Head of Year supports strong discipline, character and raising aspirations, and by these actions, excellent teaching. The Deputy Head of Year supports the Assistant Head of Sixth Form in setting and maintaining the culture of the year group. They will model and lead by example the setting of high expectations of effort, achievement and conduct, raising pupil aspirations, developing good character and habits, offering encouragement and guidance and creating a year group environment that is mutually supportive, purposeful and stimulating. The Deputy Head of Year will support the Assistant Head of Sixth Form in leading year group activities such as assemblies, Careers and destinations support, and trip and experiences.

### Key responsibilities

- To support the Assistant Head of Sixth Form in ensuring that all pupils are successfully inducted in the school's values, policies and routines, and that these are understood and maintained throughout the year.
- To communicate the highest expectations of behaviour and consistently and effectively implement the Sixth Form's behaviour management policy and procedures.
- To analyse and track behaviour data and support the Assistant Head of Sixth Form as required with the necessary pupil interventions.
- To take a lead role in supporting the Academy to reach its target of 97% attendance across all year groups and reduce persistent absenteeism to 12%.
- To establish and communicate the highest expectations of attendance and punctuality for all pupils. To rigorously track and follow up with punctuality and truancy.
- To run effective training interventions for pupils persistently late or truanting
- To work closely with relevant colleagues to ensure that pupils demonstrate positive behaviour and that teams are fostering the right culture.
- To facilitate restorative conversations between staff and pupils.
- To be a role model for pupils.
- To contribute to assemblies, pastoral initiatives and enrichment/intervention programmes.
- To take responsibility for following up behavioural incidents which occur.
- To contribute to raising pupils' aspirations through implementing systems for praise and recognition in conjunction with the Assistant Head of Sixth Form.
- To communicate effectively and regularly with parents/carers as required and directed by the Assistant Head of Sixth Form.

- To support the Sixth Form leadership team in helping pupils to complete high quality UCAS and apprenticeship applications so that our pupils secure the most aspirational post 18 destinations
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### **Other**

- Undertake other various responsibilities as directed by the Principal

*This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the postholder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the postholder subject to the Principal's approval.*

### **Skills and attributes**

We are looking for these skills and attributes or at the very least, a candidate's clear, demonstrable capacity to develop them:

#### **Alignment with Elvin vision**

- Relentless drive to do whatever it takes to ensure all pupils succeed.
- Embody our core values – integrity, courage, community and mastery – in all aspects of work and conduct.
- The belief that with the right environment all of our pupils are able to excel at university, or in a meaningful alternative.
- The courage and conviction to make a difference.

#### **Communication skills**

- The ability to listen and communicate effectively.
- Empathy and the ability to understand the needs, aspirations and motivation of diverse individuals and groups.
- The ability to influence and motivate others.

#### **Working with others**

- Develop and communicate a shared vision.
- Model desired behaviour and values.
- Empower, support and coach others.
- Hold others to account for high standards of performance.
- Understand and resolve conflict.

#### **Problem solving**

- Identify, analyse and resolve problems and issues.
- Develop plans with concrete outcomes and effective solutions.
- Evaluate results and identify necessary actions.