



Deputy Head of Year

Queen Elizabeth's Grammar School

Permanent

37 hours per week, 42 weeks per year

Scale 5 Pro Rata £25,780- £27,965 (FTE £27,711- £30,060)

QEGSMAT are seeking to appoint an enthusiastic, supportive and well-organised Deputy Head of Year, to join our hardworking and high achieving team at Queen Elizabeth's Grammar School. Working alongside a team of dedicated support staff in our Pastoral department, you will provide a professional frontline service to students, parents and visitors.

Nestled in the picturesque Derbyshire Dales in the idyllic town of Ashbourne, Queen Elizabeth's Grammar School, Ashbourne is an academic and vibrant rural comprehensive school with a very successful Sixth Form.

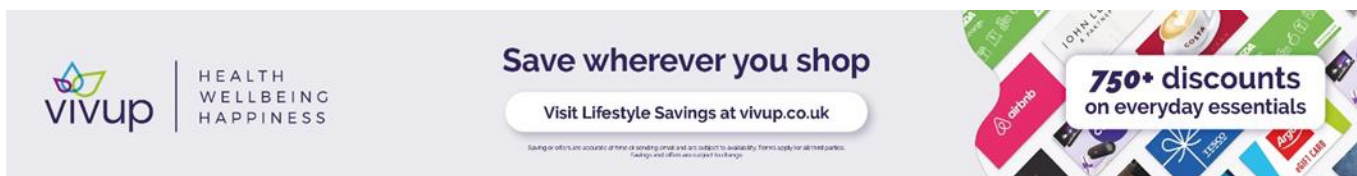
Queen Elizabeth's Grammar School is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.
- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.

- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for Derbyshire support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.
- Access to 750+ discounts on everyday essentials via our benefit package with Vivup



QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01335343685 Further details about our school can be found on our website: <https://www.queenelizabeths.derbyshire.sch.uk>

To apply for this position, please visit <https://qegsmat.face-ed.co.uk/vacancies>

Closing date for applications: 27th November 2024 @Midday

Interview date: 3rd December 2024

Salary: Scale 5 Pro Rata £25,780- £27,965 (FTE £27,711- £30,060)

Potential Start date: January 2025



JOB DESCRIPTION

Post Title: Deputy Head of Year

Reporting to: Deputy Headteacher

Scale: Scale 5 Pro Rata £25,780- £27,965 (FTE £27,711- £30,060)

Disclosure Level: Child Workforce - Enhanced, Childs Barred list

PURPOSE OF THE POST:

Main Duties:

- Be available to meet with pupils, parents/carers or staff
- Meet pupils following referrals related to behaviour, bullying, pupil concerns or other incidents and to carry out appropriate investigations
- Be available to support form tutors in identified teams
- Implement and monitor pupils on report in line with school policy
- Act as a key individual to identified pupils and to maintain and monitor an up to date key contact list
- Identify, in consultation with pastoral leaders, pupils who need referring and to be involved in appropriate follow up
- Carry out, analyse and review information for identified pupils
- Prepare and review Individual Education Pupils (IEPs) for identified pupils in consultation with pastoral leaders, SENCO and other staff
- Make organisational arrangements for the admission and induction of new pupils
- Monitor attendance and punctuality and take positive steps to improve attendance for identified year groups including weekly meetings
- Maintain an overview of pupils on report for identified year groups
- Support and monitor the school's Behaviour Policy
- Support the school's use of pupil data to monitor pupil achievements and identify pupils who are underachieving an identified year group. To agree appropriate follow up, in consultation with the line manager, including mentoring identified pupils
- Carry out pupil interviews and questionnaires, under the guidance of the Progress Leader.
- Ensure good communication with parents/carers, members of staff and outside agencies
- Organise the administration of pastoral procedures for identified year groups
- Organise work for absent pupils where appropriate

- Support the organisation of all year group events including consultation days and parents evening
- Promote and support educational trips and visits
- Support the organisation and distribution of pupil reports
- Be involved in the preparation of pupil references
- Prepare reports for Disciplinary meetings as appropriate
- Working together with other heads of departments to organise and support at events with a particular year group as appropriate, including Transition, Option Choices, Work Experiences, etc.

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Child Protection;
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities, targets, professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



Person Specification - Deputy Head of Year

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Level 3 Qualifications • GCSE Maths and English 'C' or Equivalent 	<ul style="list-style-type: none"> • Degree standard • Youth Work Qualifications • DSL Trained 	Certificates
Experience	<ul style="list-style-type: none"> • Experience in working with young people and their parents • Experience of safeguarding procedures 	<ul style="list-style-type: none"> • Experience of working with social services and other agencies • Experience of working in secondary schools 	Application form Interview Observation
Skills	<ul style="list-style-type: none"> • Use ICT as an admin tool • Communicate well • Be well organised • Work calmly under pressure • To empathise with pupils and their carers • Work as part of a team • Use initiative when appropriate 		Application form Interview
Knowledge	<ul style="list-style-type: none"> • Knowledge of pastoral procedures in a school • A knowledge of the safeguarding procedures 	<ul style="list-style-type: none"> • Knowledge of secondary school systems and procedures 	
Personal qualities	<ul style="list-style-type: none"> • Confident manner in dealing with colleagues • Willingness to adapt and embrace change • A strong commitment to keeping pupils' safe and encouraging their development. • A strong commitment to achieving the best possible outcomes both academic and personal. • Good attendance record 		Interview