



Innovate | Focus | Achieve

JOB DESCRIPTION

YEAR LEADER – Band 7 SCP 31

You will be a key member of our Pastoral (Inclusion) Support Team providing support for student welfare, managing behaviour issues and general pastoral duties.

Job Purpose

- To translate the Statement of Purpose and Aims of the School into action.
- To take responsibility for the pastoral welfare of a group of students and ensure effective communication with the families of these students, to engage them as key stakeholders in their child's educational experience.
- To promote high student achievement and full realisation of potential
- To provide leadership and management for the Pastoral Team of form tutors and students in a Year group.
- To contribute to the whole school strategic development of the Pastoral system.
- To strengthen links between students, staff and parents.
- To help maintain an orderly atmosphere in which all of the above is possible.
- To ensure the smooth daily running of the Year group, promoting good behaviour, punctuality, attendance and a high standard of appearance
- To ensure that each individual fulfils his/her academic potential and is prepared for his/her future life.

Job Description

- **To translate the Statement of Purpose and Aims of the School into action.**
- **To promote high student achievement and full realisation of potential by:**
 - encouraging an ethos of learning
 - being a mentor
- **To lead and manage the Pastoral Team of form tutors and students in a Year group by:**
 - Managing the behaviour of students in the Year group by encouraging positive attitudes and supporting the rewards systems and sanctions systems of the school
 - Providing support for the form tutors on a day to day basis
 - Leading assemblies for Year group as necessary and inviting guest speakers
 - Building positive relationships with all individuals with an approachable manner
 - Fostering a positive identity for the Year group, students and form tutors, through extra-curricular activities, raising money for charities, year events, etc.
 - Encouraging opportunities for students to take responsibility.
 - Being responsible for the maintenance of appropriate records, including individual student files, and to pass them on when students transfer

- Managing the induction of students new to the Year group
 - Establishing the effective use of registration time.
 - Establishing the effective use of tutorial period where appropriate
 - Advising the cover tutor of Year group related tasks to be covered during registration
 - Advising the cover tutor of Year group related tasks to be covered during tutorial where appropriate.
 - Completing appropriate administrative tasks required for the running of the Year group effectively and efficiently.
 - Being responsive to students' needs during the school day.
- **To contribute to the whole school strategic development of the Pastoral system by:**
 - Promoting a consistent approach to pastoral work throughout the school through the development of a shared vision and ethos, reflected in the school's policies and actions.
 - Working with the Pastoral Leaders and the SLT to develop appropriate procedures for the effective Pastoral care of all students.
 - Analyse and interpret data for your year group.
 - Shared responsibility for developing and implementing appropriate pastoral policies
- **To strengthen links between students, staff and parents by:**
 - Co-ordinating work for absent students, including those on exclusions.
 - Maintaining liaison with parents of students in the Year group, building good relationships with the home and communicating clearly.
 - Co-ordinating information received from staff, parents and outside agencies, circulating information as appropriate.
 - Liaising with appropriate external agencies, e.g. school nurse, care assistant, EWO, educational psychologists, police, Careers advisory staff, etc and preparing the necessary reports for courts, social services, SENCO, etc including behaviour and pastoral support plans.
 - Attending meetings with parents and external providers.
- **To help maintain an orderly atmosphere in which all of the above is possible by:**
 - On a rota basis and working as a team, managing the BSC, supervising and working with students as appropriate as directed by the Assistant Head Teacher for Behaviour and Safeguarding and the KS Pastoral Lead.
 - Insisting on and celebrating high standards of co-operation and behaviour.
 - Overseeing the whole school reward system for the Year group, celebrating contributions by students.
 - Initiating action when behaviour is unsatisfactory, implementing the school's behaviour policy and employing appropriate remedial strategies.
 - Entering behaviour data onto school systems, monitoring this by analysis of slips and lesson observation data.
 - Monitoring and improving levels of attendance and punctuality of students in the Year group setting targets as required.
 - Ensuring registers for the Year group are accurate and up to date.
 - Monitoring and improving standards in students' appearance.
 - Having a presence around the school during the school day and involvement in the school's duty systems during breaks and lunchtimes.

- As part of a rota be available to administer basic first aid as necessary (training will be given where necessary).

Main Duties in Key areas include:

Support for the Student

- Provide one-to-one support for students in either a care/special needs capacity as and when required
- Establish good working relationships with students, acting as a role model and setting high expectations
- Provide consistent support to all students, responding appropriately to individual student needs
- Provide morning point of contact/first response (dealing with social and emotional issues that may arise each morning or during the day)
- Deliver quality first tier social and emotional intervention programmes (e.g. social skills programmes, anger management programmes, etc) 1-1 or within a group and within an agreed time scale
- Engaging students with a view to conflict resolution during break/lunchtimes (indoor or outdoor depending upon need/circumstances)
- Assist with the development and implementation of Individual Education Plans and Individual Behaviour Plans
- Promote inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher/Key Groups Coordinator or SENCO
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure
- Provide feedback to students in relation to progress and achievement under the guidance and direction of the teacher
- Use specialist (curricular/learning) skills training/experience to support students with social and emotional issues
- Assist in the administering of routine and emergency medication
- Assist in the planning, implementation, assessing, recording and reporting in relation to personal care and independence programmes
- Assist with the carrying out of therapy and medical programmes that have been designed and monitored by therapy and medical staff

Support for the Teacher

- Provide clerical/administration support (e.g. photocopying, typing, filing, collecting money etc.)
- Assist with the display of children's work
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- To work with the Head of Safeguarding in the support given to children
- Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested
- Administer and assess routine tests and accurately record achievement/progress
- Promote positive values attitudes and good student behaviour, dealing promptly with conflict and incidents and encouraging students to take responsibility for their own behaviour in line with established school policy
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within

role/responsibility and participate in feedback sessions/meetings with parents under teacher's supervision

- Assist in the planning, implementation, assessing, recording and reporting in relation to behaviour management plans

Support for the Curriculum

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to student learning styles and individual needs
- Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Assist students to access learning activities through specialist support e.g. curriculum/SEN specialism
- Determine the need for, prepare and maintain levels of general and specialist equipment and resources

Support for the School

- Develop, establish and support 'playground friends' and 'peer supporters'
- Enhance the learning environment (focusing on social and emotional aspects)
- Develop and support enterprise/behaviour improvement programmes across school
- Be aware of and comply with school policies and procedures relating to child protection, student behaviour and discipline, health and safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of students
- Attend and participate in regular meetings as appropriate
- Participate in training and other learning activities as required
- Establish own best practice and use to support others
- Assist with the planning of opportunities for students to learn in out-of-school contexts, according to school policies and procedures and within working hours
- Accompany teaching staff and students on visits, trips and out of school activities as required
- Assist in the organisation, monitoring and delivery of training to students and other adults on placement

Attendance

- Ensure that all School procedures relating to attendance and lateness are followed and recorded.
- Support the School Attendance officer and external agencies in working with students to encourage high levels of attendance.
- Analyse attendance figures for the designated year group and use the analysis to work with the tutor team to drive and sustain improvement.
- Collate and record work for students who are excluded or withdrawn from the School community through isolation or part time timetables.
- Ensure appropriate arrangements are made for students who are unwell or who have accidents during the School year e.g. appropriate work sent home.

Behaviour

- Implement School policy on procedures and sanctions relating to discipline e.g. Lesson checks, reports, take statements after incidents, detentions, exclusion processes and paperwork.
- Ensure all student behaviour logs are kept up to date and appropriate action is taken as and when required.
- Implement the School Uniform code.
- Carry out student supervision duties immediately before and after the School day, and at break and lunchtimes.
- Invigilate examinations if required.

Communication

- Liaise with parents and staff on student behaviour and welfare matters keeping them informed regarding disciplinary issues and actions, including the use of standard letters/ forms.
- Respond to parental enquiries and follow up, logging date, time, reason, and action.
- Ensure all student records are kept up to date and that relevant information is disseminated to staff.
- Assist with the preparation of student reports and liaise with the admin team in the production of all student assessment data and standard/general letters home.
- Provide effective liaison with outside agencies including Education Welfare & Social Services.

Leadership and Management

- Ensure all appropriate information and communications are disseminated to appropriate staff
- Organise Parents' Evenings and assist with other School events such as transition arrangements: school visits, induction programme for new students and parent transition evenings, assisting with the Management of the Option Process, School mentoring programme, support Parent Information sessions and publications.
- The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required.
- The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.
- The person undertaking this role is expected to work within the policies, ethos and aims of the School and to carry out such other duties as may reasonably be assigned by the Head Teacher
- To comply with the Council's Data Protection Policy / legal requirements and School policies and procedures and Code of Practice within the service area of the post
- To comply with the Council's / School's Health and Safety Policy and associated safe working procedures and guidelines
- To comply with the Council's / School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post
- The Council / Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- The post is subject to Enhanced Disclosure.
- This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

General

- The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required.
- The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.
- The person undertaking this role is expected to work within the policies, ethos and aims of the School and to carry out such other duties as may reasonably be assigned by the Head Teacher

PERSON SPECIFICATION

YEAR LEADER

We shall be looking for applicants who can fulfil the following criteria:

| Essential | Desirable | How Assessed |
|---|---|---|
| Qualifications and Professional Development | | |
| <ul style="list-style-type: none"> NVQ Level 3 or equivalent qualification related to working with young people OR extensive experience of working within a school pastoral setting Specialist skills/training in curriculum behaviour/emotional support Evidence of Professional Development | <ul style="list-style-type: none"> First Aid qualification | Letter/ Application form |
| Experience | | |
| <ul style="list-style-type: none"> Skilled in the monitoring of students' behaviour and achievements Skilled in the ability to promote excellent student behaviour Experience of working in a school support environment relevant to the post | <ul style="list-style-type: none"> Pastoral leadership skills Experience of working with children of relevant age in a learning environment Full working knowledge of school policies relating to health and safety, behaviour, attendance, equal opportunities, child protection. | Letter/ Application form, Interview |
| Philosophy and vision | | |
| <ul style="list-style-type: none"> Identification with our school's stated aims To fully support the vision and direction of the Head Teacher and Governors of the school at all times Total commitment to the provision of outstanding learning as an entitlement for all students Clearly articulated educational philosophy, that understands the development of the whole child | | Letter/ Application form, Interview |
| Knowledge and Understanding | | |
| <ul style="list-style-type: none"> Knowledge of a school's pastoral systems Understanding of how to investigate complex pastoral problems and find appropriate solutions Knowledge of educational issues relating to student welfare and an understanding of how young people learn and behave effectively | <ul style="list-style-type: none"> A good understanding of child development and learning processes. Knowledge of how to use and interpret data | Interview |

| Personal qualities and skills | | |
|---|--|--|
| <ul style="list-style-type: none"> • Ability to engage with teachers, other professionals, students and parents. • Ability to motivate and support young people. • Ability to lead, work as a member of a team and work under own initiative • Ability to communicate confidently and enthusiastically to large and small audiences • Ensuring that all students reach their full potential • Fully involved in the life of the school and the year group • Display commitment to the protection and safeguarding of children and young people • Ability to relate to and promote the ethos of the school • Willingness to undertake further training as required, including relevant ICT applications • Remains calm under pressure and makes sound judgements • Excellent attendance and punctuality | <ul style="list-style-type: none"> • Ability to think strategically and take the initiative • Excellent organisational skills • Ability to maintain sense of perspective and humour | <p>Letter/ Application form, Interview</p> |