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| Job Title: | Assistant Head – Student Welfare | Job Category: | Senior Leadership |
| Location: | Vale of York | Travel Required: | None |
| Level/Salary Range: | L10-14 | Position Type: | Permanent. Full time. |
| HR Contact: | Mrs E Lawer | Date Posted: | 26th Jan 2018 |
| Likely time commitment | 10 hours per week – teaching  15 hours per week – SLT role | Posting Expires: | 19th Feb 2018 |
| Will Train Applicant(s): | Full training will be provided – a Director of Student Welfare for HOPE Learning Trust will be available to provide ongoing support. | Line Manager | Principal/Head of School |

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| Application Process |  |
| **Please request an application pack from:**  Mrs S Wood (PA to the Principal) at [s.wood@valeofyorkacademy.org](mailto:s.wood@valeofyorkacademy.org), Phone number: 01904 560000 or download from either the Vale of York Academy Website or alternatively the HOPE Learning trust website. | |
| Applications Accepted By: |  |
| Email: Email applications accepted to  [s.wood@valeofyorkacademy.org](mailto:s.wood@valeofyorkacademy.org)  **Include:**  Fully completed application form  Letter of application addressed to Mrs Helen Dowds, covering no more than 2 sides of A4. | Mail: Mrs S Wood  PA to the Principal  Vale of York Academy  Rawclifffe Drive  York  YO30 6ZS |

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| Job Description |
| Role and Responsibility  |  |  | | --- | --- | | Attendance | Line manager for the Attendance Officer  Track and monitor attendance patterns  Direct and co-ordinate Progress Leaders, Pastoral Support Worker, and SEND team and tutors towards interventions.  Meet with the City of York attendance officer each half term, and support with attendance panels where necessary. | | Line Management of Progress Leaders | Direct, manage and co-ordinate the Progress Leaders in all aspects of their role. | | Pupil Behaviour | Track, monitor and oversee all aspects of pupil behaviour.  Publish behaviour data to all key stakeholders.  Monthly attendance at Behaviour and Attendance Partnership meeting.  Line management of the Behaviour Manager and Seclusion Manager (ASPIRE team), to include oversight of the oncall, detention and seclusion system.  Co-ordinate all aspects of exclusion, including the arrangement of and attendance at governors panels.  Oversight of re-integrations, by directing the relevant parties to lead these meetings, and ensuring accurate and comprehensive record keeping is completed.  Final contact before the Principal for all major behaviour incidents.  Lead and co-ordinate the Positive Discipline policy.  Liaise with other York schools for alternative seclusion arrangements, and the PRU to establish alternative provision.  Co-ordinate the modification of student timetables where appropriate.  Liaise with the Associate Assistant Headteacher: Community to review the rewards criteria to ensure that those who deserve recognition receive it. | | SEND | Meet weekly with the SEND Lead and HOPE SEND Lead to update on key points for note or action, and refer to SLT.  Ensure that the SEND lead maintains all EHCP and MSP, and support with the identification of those requiring plans.  Ensure that the SEND pupils maximise their progress and that this is no longer an Ofsted focus.  Alongside the SEND Lead, develop innovative and individual programmes of support to engage SEN pupils.  Ensure completion of all PEEP, and risk assessments for students with emergent medical needs. | | Assemblies | Co-ordination of the assembly rota in partnership with VP to ensure coverage of the statutory extended curriculum. | | Safeguarding and child protection | Be the Designated Safeguarding Lead (DSL).  Co-ordinate the work of the Deputy DSL.  Work directly with the academy Pastoral Support Worker to co-ordinate plans for children beyond the academy and with external agencies.  Be the Designated Teacher for Looked After Children (LAC). | | Weekly/Fortnightly Meetings | Progress Leader team  Principal  Attendance Officer  Pastoral Support Worker &Behaviour Manager  SLT  SEND Lead | | Reporting to | Principal and Local Governing Committee |  Qualifications and Education Requirements Qualified teacher status – Essential – seen in application  SENDCo qualification – desirable – seen in application Preferred Skills  * Excellent classroom practitioner * Previous Student Welfare Experience and has worked with external agencies * Flexible and adaptable * Self-directing and reflective practitioner * A commitment to very high standards of behavior – understands the importance of consistency * Excellent communicator * Understanding * Excellent listener * Excellent negotiator * Team player, but can also work autonomously  Additional Notes Ideally we are looking for an Easter 2018 start, however would respect that those with Year 11 commitments may wish a later start date. The exceptional candidate may negotiate a September 2018 start – this would be discussed at Interview. Proposed Interview date – Thursday 22nd February 2018. |

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| Reviewed By: | Helen Dowds | Date: | 20/1/18 |
| Last Updated: | Helen Dowds | Date: | 20/1/18 |