



An All-through Co-operative School

“Making School Memorable by Striving for Excellence”

JOB DESCRIPTION

JOB TITLE	Director of Student Development
GRADE	TLR 1b
RESPONSIBLE TO	Deputy Head or Assistant Head attached to year group

JOB PURPOSE:

To monitor the academic, social and personal progress of all students in the year group allocated to them and to identify appropriate strategies and interventions to ensure that all students fulfill their potential.

In addition to carrying out the professional duties of a teacher other than a Head, as described in the Teachers' Pay and Conditions Document, the DSD will be responsible to the Head for the following specific areas:

KEY TASKS:

Leadership of the Year Team

1. Work closely with a member of SLT to ensure that the aims, ethos and objectives of the school are achieved.
2. Ensure that Year Team meetings are held regularly with a published agenda and minutes. Views expressed by DSD and tutors should be represented to the SLT and relevant discussion between DSD and SLT should be reported back to the year team.
3. Ensure that Assistant Director of Student Development (ADSD) (or Pastoral Support Advisor (PSA) – as applicable) and other tutors fulfil their duties as specified in their job descriptions.
4. Provide support and professional expertise in resolving issues with less experienced staff, and to ensure that these are used as training to develop those staff.
5. Play an active role in encouraging the professional development of the ADSD/PSA and other tutors and implement the school's Performance Management policy with respect to year team staff.

Raising Student Achievement

1. Monitor attendance, punctuality and exclusions of students in the year group and develop and implement plans to improve these.
2. Ensure that tutors develop their tutor groups so that all students feel that the school is doing as much as it can to develop their social and academic potential.
3. Ensure that standards of behaviour and self-organisation are high among students, as set out in the Home-School Agreement and student Code of Conduct.

4. Devise a variety of strategies and sanctions for students who do not conform to the school's Code of Conduct, do not complete class or homework or who consistently under-perform.
5. To supervise any student on daily report.
6. To organise and plan the PSHE and citizenship programmes in collaboration with appropriate senior or middle management colleagues and with the year team, delegating where appropriate.
7. Ensure that all students use their link books/planners constructively.
8. Evaluation of all pastoral work, taking appropriate courses of action as a result.
9. Monitor students' academic, social and personal progress on a regular and systematic basis, and provide regular feedback for the student, their tutor, academic staff and parents and implement strategies for improving and sustaining high standards of student achievement.
10. Co-ordinate for the year all formal assessments such as grades, report profiles, records of achievement, careers action plans and testimonials and organise target setting days for all students, ensuring that student data is available.
11. To organise timetables for year assessment weeks through liaison with Heads of Departments and to be involved in curriculum planning and evaluation through line management and with Heads of Department.
12. To take a lead in induction and curriculum counseling at transitional points.
13. To conduct regular work reviews with students, parents and senior staff.

Communication and Liaison

1. Organise and maintain good communications with staff in general and be responsible for planning regular team meetings with published agendas and minutes.
2. Full involvement in DSD and departmental meetings and line management meetings.
3. Arrange appropriate meetings with parents.
4. Organise a representative from the year team to attend any relevant case conference.
5. Liaise closely with any relevant external support service, including the Educational Welfare service, the Educational Psychological service, the Secondary Support service, medical services, police, careers service and Social Services on a regular basis and ensure adequate review and follow-up, including the drawing up of Pastoral Support Plans (PSPs), where relevant.
6. Arrange activities such as assemblies, encouraging tutor and tutor group planning and participation, aiming to establish the year as a community within the school and as a group, with parents, with its own particular identity.
7. Co-ordinate Parents' Meetings with SLT and be responsible for telephone reminders about Parents Meetings for all students at risk of underachieving.
8. Correspond with parents and outside agencies where necessary or appropriate, ensuring that copies are placed on file.
9. Accountability to governors, parents, community, students and SLT for the pastoral contribution of the year team.
10. Organise events that facilitate parents' creative and productive involvement in the school.
11. To be responsible for casual admissions to the year group in collaboration with relevant member of the SLT.
12. Be available for students, staff and parents at the beginning and end of the school day.

Students' Personal and Social Development

1. To organise through liaison with Heads of Department a range of extra-curricular activities so that all students have an opportunity to participate in a variety of clubs and to monitor attendance at those activities in order to ensure social inclusion.
2. To take year assemblies which include not only information but also the celebration of achievement and the promotion of student's moral, ethical and spiritual awareness.

3. To co-ordinate the year council and organise the year council meetings.
4. To monitor equal opportunities.
5. To devise a variety of rewards strategies for the celebration of achievement and sanction for students who do not conform to the school's Code of Conduct, to not complete class or homework or who consistently under-achieve.
6. To run induction programmes for students at transitional points and to mark transition with appropriate events and activities.
7. To foster in students an awareness of, and care for the environment encouraging active involvement.

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

This job description should be read in conjunction with the conditions of Employment for School Teachers DfE 2017.

Job descriptions are reviewed annually and may be amended following discussion with the postholder.