

Colton Hills Community School

Job Description – Assistant Year Lead

Main purpose of the job

To work with teaching staff, teaching support staff, the Inclusion Team and external Agencies, providing first line support to students on pastoral issues within a Year Group so as to maximise their learning.

Reports to: Year Lead

Grade/salary scale: Grade 5 pt 12-16

Contracted Hours: 37 hrs pw – Term Time – Plus 10 days to be worked in the school holidays

Flexibility is required within the role to meet the needs of the school

Specific responsibilities

1. To promote high standards for student behaviour and attendance, and support colleagues in developing and implementing policies and strategies for improving areas that are hindering student achievement.
2. To monitor students' attendance, participation, and progress, providing feedback to teachers, students and students' families and/or carers.
3. With other school staff, to identify individual and groups of students requiring intervention/and or support and agree appropriate actions.
4. To liaise with external agencies and organise interventions and lead intervention programmes.
5. To make contact and establish constructive relationships with students' families and/or carers to support improvement in student attendance, behaviour management, and other social difficulties which impact on learning opportunities in a negative way.
6. To establish positive and trusting relationship with students, treat them consistently with respect and consideration; provide opportunities for counselling if appropriate; negotiate and agree objectives; plan and develop strategies to meet the educational, social and emotional needs of the students.
7. To develop and implement a range of strategies to support students, including out of school and lunchtime activities, reward schemes etc
8. To take a lead in managing the effective transition of students between phases/key stages.
9. To liaise and support the attendance officer with attendance and punctuality systems, interventions, students, and families.
10. To liaise and complete referrals to comply with internal systems and processes and outside agencies as appropriate.
11. To manage the supervision of students excluded from or not working to the normal timetable, including reintegration of students who have been absent.
12. To assist Year Leads with the management of the tutor team and co-ordination of communication on pastoral matters within the Year Team
13. To establish constructive professional relationships and communication with other agencies and professionals, share good practice and develop shared approaches and strategies.
14. To maintain records as required of pastoral issues in order to ensure that actions and follow up are recorded.
15. To participate in duty systems, including break times, lunchtimes, on call (e.g. behaviour and first aid), before school.
16. To manage and organise student detentions in line with school procedures

17. To attend school events which may be out of normal working hours.

General

All Assistant Year Leads are expected to:

Provide First Aid across the school

- a. Assist with the supervision of pupils at break and lunchtimes
- b. Undertake other such reasonable duties as may be required from time to time
- c. Work towards and support the School's vision and the objectives
- d. Support and contribute to the School's responsibility for safeguarding students
- e. Work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors
- f. Work to promote equality of opportunity for all students and staff, both current and prospective
- g. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- h. Engage actively in the performance review process
- i. Adhere to School policies and procedures

This job description should be seen as enabling rather than restrictive and will be subject to regular review. Given the evolving needs of the School, flexibility among staff is very important.

Person Specification

Skills and knowledge

Evidence of understanding young people's emotional and educational needs	Essential
Evidence of knowledge and understanding of youth culture	Essential
Knowledge of behaviour management strategies	Essential
Ability to use common ICT applications relevant to the needs of the job	Essential
Ability to analyse and interpret data	Essential
Good listening and communication skills	Essential
Understanding of special needs and inclusion	Essential
Counselling skills	Desirable

Qualifications/Attainment

Relevant qualification/training at equivalent to a NVQ level 4 (e.g. social services, youth and community, probation, police, counselling) or be able to demonstrate equivalent knowledge, experience and skills.	Desirable
Minimum of GCSE (or equivalent) English and Maths at grade A – C or 4+	Desirable
Training in behaviour management, child protection, first aid	Essential

Experience

Experience of working with young people in a relevant professional environment (education, youth, health, social work)	Essential
Experience of providing individual support to young people and ability to negotiate targets	Essential
Experience of working with outside agencies	Essential

Attitude/approach

Able to work on own initiative and take appropriate decisions	Essential
Ability to work effectively within a team	Essential
Ability to liaise sensitively and effectively with parents/carers and to help them recognise their role in promoting positive outcomes for children and young people	Essential
Methodical approach to work and ability to work to deadlines	Essential
Understanding of the importance of discretion and confidentiality	Essential