

Community Leader

Job Title: Community Leader

Responsible to: The Headteacher
Assistant Headteacher (Pupil Matters)
Director of Inclusion
Assistant Headteacher attached to Branson Community

This job description will be reviewed annually and may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

OVERALL RESPONSIBILITIES

To lead the moral, spiritual, physical and emotional well-being of all pupils in the Community and to develop the conditions and ethos within the Community that are conducive to good learning and that uphold the values of the school.

KEY ACCOUNTABILITIES

Pastoral Support

1. To liaise with the Director of Inclusion and to ensure appropriate targeted support is given to pupils from vulnerable groups
2. To initiate, monitor and evaluate intervention strategies with individuals and targeted groups within the Community
3. To ensure effective communication with parents
4. To monitor the attendance of all pupils within the Community and to liaise with parents/external agencies when attendance becomes a cause for concern
5. To oversee the implementation of the school's anti-bullying policy
6. To contribute to Pastoral Support Plans
7. To liaise with Academic Progress Leaders when pupil progress becomes a cause for concern
8. To work with the Director of Inclusion to contribute all appropriate information on their pupils, for the annual update of the school's Alert Book.

Behaviour Support

1. To monitor the Praise and Rewards system and ensure the celebration of success and positive achievement within the Community
2. To be responsible for and monitor standards of dress, behaviour and organisation of pupils within the Community
3. To apply the Consequences Policy so that effective learning can take place
4. To liaise with parents regarding any specific behavioural areas of concern with their son
5. To manage and co-ordinate behaviour support systems for those pupils referred by Subject Team Leaders

Community Leader

Developing a Community Ethos

1. To communicate the values and expectations of the school regularly with tutors and mentors to instil a Community ethos
2. To organise appropriate activities to develop a Community spirit and ethos
3. To lead, deliver and coordinate Community assemblies
4. To lead, deliver and coordinate Celebration assemblies
5. To encourage pupil participation and leadership in all areas of Community activities
6. To promote the general progress and well-being of individual pupils and of the Community as a whole
7. To encourage full attendance in all lessons and participation in all other aspects of school life
8. To co-ordinate "Peer Support" systems within the Community
9. To develop our 'Best' ethos across the Community

Working With Families and Outside Agencies

1. To ensure that families have the support they need whilst their son is at the school and that they have access to support from staff and outside agencies as appropriate
2. To liaise and build up established relationships with outside agencies – named personnel working in health; police; social care and youth, in order to promote the well-being of all pupils
3. Attend all PSP/ (ISDA) / THINK Family / Child Protection Conferences / PEP Reviews

Working with Partner Schools, Colleges and Employers

1. To work with the Senior Leadership Team, Director of Inclusion and Transition Coordinator to lead and coordinate the KS2/KS3 transition and transfer programme
2. To work with Assistant Headteachers and colleagues from local schools on partnership activities to support pupils
3. To work with Assistant Headteachers and colleagues from 16+ providers to ensure a smooth transition at the end of Year 11
4. To work with the Assistant Headteacher: Vocational Learning, the Careers Coordinator and colleagues from 16+ providers to facilitate places on vocational courses where appropriate

Supporting Pupil Attainment and Achievement

1. To evaluate the success of intervention strategies in improving achievement and attainment of individual pupils
2. To work closely with Assistant Headteachers, Subject Team Leaders and teaching staff to plan personalised learning plans where appropriate
3. To liaise with Academic Progress Leaders to track pupil progress and well being and use information to inform teachers
4. To evaluate and monitor the progress of pupils and keep up-to-date pupil records as required
5. To contribute to PSHE and Citizenship, Challenge Days, Challenge Week, Discovery Week and enterprise learning according to school policy

Community Leader**Leading and Managing a Community Team**

1. To manage and work with a team of tutors and mentors to provide pastoral support for all pupils within the Community
2. To ensure that each pupil is known well by their tutor/mentor and is given the appropriate support
3. To disseminate relevant information to Community tutors and mentors
4. To lead INSET
5. To lead and coordinate the delivery of the tutor programme in tutor time
6. To work with the Academic Progress Leaders and Line Manager on running Parents Consultation Evenings
7. To work with the Primary Transition Coordinator on identified aspects of the school's Year 6 into Year 7 Transition programme

Communication

1. To keep clear records of all support and intervention given
2. To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc.
3. To complete the relevant documentation to assist in the tracking of pupils
4. To ensure effective communication/consultation with, for example, colleagues, Governors, parents and pupils
5. Record all telephone conversations /meetings /discussions /concerns/incidents and ensure that these are placed on the relevant pupil file / SIMS
6. Notify staff of any actions taken via memo/staff bulletin
7. Meet regularly with the Assistant Headteacher link to discuss progress of pupils/initiatives within the Community

Professional Standards & Development

1. To be a role model to pupils through personal presentation and professional conduct
2. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety, and that of any other persons who may be affected by their acts or omissions at work
3. To establish effective working relationships with teaching colleagues and associate staff
4. To strive for personal and professional development through active involvement in the school's CPD programme and Personal and Professional Development procedures, where appropriate
8. To be aware of Child Protection and Safeguarding procedures and legislation within the school
9. To contribute to whole school planning activities
10. To keep up to date with pastoral developments and initiatives
11. To contribute to the monitoring and evaluation of the Community in line with agreed school procedures, contribute to the completion of relevant sections of the SEF pertaining to Pupil Welfare, Behaviour and Attendance, and coordinate improvements where required
12. To contribute towards the completion and implementation of the annual Pastoral Team Improvement Plan.
13. To follow all policies and procedures of the school
14. To take part in and contribute to marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools and schools
15. To undertake any reasonable task as directed by the Headteacher / Assistant Headteacher