

Job Description

Post Title: Assistant to Heads of Year		Post Number: E9025
		Date: SEPTEMBER 2009
Department: Children & Young People's Services	Division / Branch: School/College	
Section: Student Support	Responsible to: Head of Year	

Overall Purpose of this Post:

To support the Head of Year in creating a positive year identity and in establishing high standards of achievement, behaviour and attendance.

Major Objectives: These will include, as appropriate, those that reflect key corporate priorities, for example, Cultural Diversity, Social Justice, Environmental Quality and Economic Prosperity.

1. To support the Head of Year in monitoring students' academic progress and developing appropriate intervention strategies where necessary.
2. To act in a key worker role to address the needs of students who require help to overcome their barriers to achievement, both inside and outside of school, through activities and strategies enabling them to reach their full potential.
3. To liaise both internally and externally with agencies and individuals to support students' progress.
4. To organise, liaise and support students on external educational activities both short- and long-term, such as NVQ's, Alternative Curriculum, and Work Experience.
5. To support colleagues by dealing with student problems as they arise, including counselling and supervising of student(s) and communicating any action to the relevant staff, and/or parents/carers.
6. To maintain regular contact with the families/carers of students in need of extra support, keeping them informed of the student's progress and needs, to achieve their positive, active involvement in the progress of the student.
7. To monitor student attendance and liaise with the Education Welfare Officer as appropriate.
8. To ensure that the School Behaviour Policy is adhered to in relation to individuals and groups of students.
9. To implement and promote Leicester City Council's and the School/College's policies and procedures relating to all areas of employment and service delivery.

P.T.O.

Summary of job tasks: The tasks listed are, generally, only those taking at least 10% of the postholder's time.

1. Liaises with Heads of Year, teaching staff, learning support staff, learning mentors and senior staff as necessary.
2. Produces and implements individual action plans for each student (except where one is already in place), developing 1:1 or group mentoring relationships in order to achieve the goals defined in the action plan.
3. Develops, implements and supports enrichment activities.
4. Attends team meetings and provide reports on progress as requested, developing team ethos by sharing information and best practice between team members, external agencies, schools, teacher, and support staff.
5. Attends case conferences and initiates follow up.

6.	Keeps accurate records of interviews and meetings with students in an agreed format.
7.	Ensures that students who are excluded arrive home safely, and liaises with parents about student behaviour and work that may have been set.
8.	Attends relevant meetings that may be called to discuss individual students' progress (e.g. Social Services, Connexions, LEBC, etc.).
9.	Contributes to specific pastoral initiatives, e.g. Anti-Bullying Week.

Is this post classified as "politically restricted", as in the Local Government and Housing Act 1989, either		
a) because of its salary level? or	Yes	No ✓
b) because the postholder is required regularly to advise the Council and its Committees, or communicates with the media on behalf of the Council?	Yes	No ✓
Is this post subject to exemption from The Rehabilitation of Offenders Act 1974?	Yes ✓	No

	Job Requirements: Essential (E) or Desirable (D).	E/D
A. Training & Education	Evidence of a sound level of general education.	E
	Relevant professional qualification or other accreditation or equivalent ability/experience.	D
	A-level qualification in relevant subject or equivalent ability/experience.	D
B. Experience	Experience of working effectively with young people.	E
	Experience of working with young people in an educational context.	D
	Experience of mentoring.	D
C. Equal Opportunity	Must be able to recognise discrimination in its many forms and be willing to put the Council's Equality policies into practice.	E
D. Other Skills	Good communication and administration skills.	E
	Good time-management and self-motivation.	E
	Ability to work with a wide range of people.	E
	Understanding of the context of educational institutes.	E
	Understanding of the need to support students' educational progress and achievement.	E
	Understanding of the support needs of parents.	E
	Understanding of how students learn and the potential barriers to learning in an educational setting.	E
E. Other Conditions Including any hazardous or environmentally adverse conditions	Willing to undertake additional training as necessary.	E
	Must satisfy relevant pre-employment checks.	E
	This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.	E