



## **Job Description - Assistant Year Progress Leader**

These tasks are not exhaustive and specific responsibilities will be negotiated and renewed with the postholder annually and in accordance with the postholder's strengths and the strategic development needs of the School.

### **Role Purpose**

To work within the pastoral team to ensure that our school fully supports all students to become "game-changers" and support the work of their allocated Year Progress Leader. This will involve promoting high standards of behaviour to support students' academic progress, along with their social and emotional development and reinforce a pastoral commitment that all students should be learning in classrooms.

### **The Assistant Year Progress Leader will have the following responsibilities within their allocated Year Group:**

- To work collaboratively with the Year Progress Leader to ensure a culture of high expectations and standards
- To be a main point of contact for students, parents, staff and other professionals linked to the assigned year group
- To play an active role in supporting school systems such as detentions, punctuality/attendance monitoring, On Call and the Refocus Room.
- To support students in need of assistance that report to the Lower/Upper School Pastoral Office during the school day, and to keep records of students who receive such support (including the time and extent of support provided).
- To keep a log of all structured and planned support provided, outlining students involved and a summary of the session.
- To collaborate with the Year Progress Leader to investigate incidents, decide upon outcomes/interventions and communicate those to all involved including parents and carers.
- To support 'at risk' students', maintain records/logs of work undertaken and ensure plans and risk assessments are updated
- To undertake DSL training and help to safeguard students as required
- To keep CPOMS thoroughly up to date with any and all safeguarding concerns.

- Maintain the logs for bullying and any discrimination against protected characteristics.
- To signpost students/parents to relevant sources of advice and support
- To report student and school issues in line with the School's policies for health & safety, child protection, behaviour management etc
- To attend meetings and training sessions as required
- To be involved in pastoral focused school events during the school day
- To provide cover for absent Assistant Year Team Leaders on an ad-hoc basis.
- Through restorative conversations and effective working relationships with students, support them to understand and accept the reasons why they have made negative behaviour choices.
- To support the schools work on attendance, supporting the work of their allocated Year Progress Leader in promoting high student attendance, liaising with Education Welfare as necessary.
- To undertake duties at break and lunchtime as part of a rota with the whole staff team.
- To undertake regular and effective professional development to enhance practice in the areas outlined above.
- To give constructive feedback to staff regarding possible difficulties some students may be facing.
- To undertake any other task commensurate with this role

**Other responsibilities:**

- To uphold the school's values at all times, ensuring students "Enjoy Respect Achieve" in all aspects of their education throughout their time at Bohunt Wokingham.
- To manage their own behaviour in response to students' actions, maintaining high professional standards at all times and providing a good role model.
- Provide guidance for staff as necessary
- Provide information to the leadership team for school self evaluation, and data to the Head Teacher for reports to Governors and to BET as required
- Contribute actively to the wider life of the school

<b>Responsible to:</b>		Head of Lower/Upper School
<b>Salary/Grade:</b>		Scale 4 Range