

JOB DESCRIPTION & BACKGROUND INFORMATION

<p>Job Details: Sixth Form Student Development Lead (Non-teaching) in the first instance. Role may include supporting and working with other year groups depending on staffing needs</p>	
<p>The role</p>	<ul style="list-style-type: none"> • To support Achievement Team Leaders across year 12 and 13 • To lead and develop an up-to-date attendance and punctuality strategy, which takes into account the needs of our most vulnerable students • To lead on safeguarding cases for identified students, working in partnership with the Designated Safeguarding Lead • To support the Director of Sixth Form and Heads of Year in implementing the whole school behaviour strategy and processes • To provide support and supervision of the sixth form study space • To work with other LaSWAP staff as need arises and according to capacity. • To deputise for ATL in their absence. • To undertake On Call duties and oversee an internal exclusion space. • To support the whole school independent learning strategy by running supervised study for identified students • Establishing a positive learning environment in the sixth form building and study space • To support students to access enrichment opportunities run across LaSWAP • To foster a professional rapport with all stakeholders to ensure a positive learning environment for all • To work with parents and carers to maximise student learning and progress, behaviour, attendance and punctuality, as well as to develop their leadership skills. • To support academic intentions of the school to enable students to fully and successfully access their learning opportunities, achieve their potential and become confident, mature and responsible citizens.
<p>Duration</p>	<p>Permanent</p>
<p>Grade</p>	<p>Grade SO1 22-25 (£34,644 – £36,417 pa). This salary will be pro rata based on the weeks and hours you work. Mon – Fri 8.30 am- 4.30 pm, 35 hours a week, 40 weeks a year.</p>
<p>Line Manager</p>	<p>Achievement Team Leader</p>
<p>Safeguarding</p>	<p>Parliament Hill School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We will ensure that our recruitment and selection practices reflect this. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.</p>

Closing Date	Friday 15 th November 12pm
Interview Date	TBC
Interview Panel	Sarah Creasey- Headteacher Fiona Carey-Deputy Headteacher

Principal Accountabilities:

Supporting parents/carers

- Encourage good relations and effective dialogue between parents/carers, families and teachers about children's progress.
- Develop innovative ways of engaging with and developing services for families, especially those who are harder to reach.
- Assist in communication prior to events such as Information Evenings, Parents' Evenings.
- Work closely with identified harder to reach families in order to improve engagement with the school.
- Assist in the delivery of Parents' Evenings.

Attendance and punctuality

- Take a lead in improving attendance and punctuality in the year group.
- Liaise with the school's attendance officers regarding poor attendance and work with parents/carers on strategies to improve attendance and punctuality.
- Work with the attendance team to plan and deliver rewards for good attendance.
- Work with the tutors, students, parent/carers to ensure that the attendance target for the year group is achieved.
- Lead on the year group's Emotional Based School Avoidance (EBSA) strategy.

Achievement

- To support ATL in analysing termly progress data to identify underachievement.
- To be responsible for the academic intervention and support of an identified group of students.
- To provide identified students with in class support.
- To foster good working relationships with parents of targeted students to raise achievement.
- To support the year group's home learning strategy by running homework clubs for identified year groups.

Safeguarding

- To undertake comprehensive safeguarding training regularly.
- To act as lead professional for specific students, liaising with parents and external agencies.
- To provide safeguarding support for the wider pastoral team where needed.
- To liaise regularly with Designated Safeguarding Lead.
- To attend social inclusion panels and feedback on specific students.

Support for ATL

- Under the direction of the ATLs to take responsibility for running student leadership activities and other pastoral activities.
- To support the ATL in coordinating tutor time and extra-curricular activities and trips.

- Deputise for the Achievement Team Leader and supports the Achievement Team Leader in daily routines and tasks related to specific years.
- Initiate and co-ordinate activities to develop the skills, qualities and talents of students, as well as their leadership.

Support for Director of 6th/Deputy Headteacher

- Co-ordinate sanctions and reward systems and liaise with parents/carers where appropriate.
- Contribute to the staffing of internal seclusion when appropriate.
- Support DHT with the whole-school detention system as required.
- Lead on implementation of Dress Code and ID policies for students.
- Complete gate, On Call, lunchtime supervision and break duties as required.

Student Leadership

- To run listening groups and focus group discussions, feeding back to stakeholders.
- To support the AHT in charge of student voice with running the junior leadership team.
- To promote leadership activities across year groups.

Extra/ Co- Curricular

- To secure high levels of student engagement with academic intervention programmes.
- To support and attend residential trips as required.
- To secure and track excellent engagement with after school clubs and other extra-curricular activities.

Person specification

The successful candidate will possess some, or all, of the following	
Qualifications	<ul style="list-style-type: none"> • High levels of literacy and numeracy. • Evidence of continuing professional development.
Experience	<ul style="list-style-type: none"> • Experience of supporting other colleagues. • Experience of planning, setting targets and monitoring progress.

Qualities and skills	<ul style="list-style-type: none"> • Understand how to develop children’s learning. • Ability to communicate sensitively and effectively. • High level of commitment. • Able to be an effective team member, and to reflect on and develop own practice. • Able to use ICT to enhance children’s learning. • Discretion, good judgment and initiative.
Commitment	<ul style="list-style-type: none"> • Commitment to equal opportunities and to assist the school in raising achievement and reaching its targets. • Be prepared to attend in-service and external training and to develop and update knowledge and skills as required. • Commitment to fulfilling the school’s strategic intentions and sustaining excellence.

I have read the job description and agree to all the terms and conditions set out, I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:.....

Signature:.....**Date:**.....

National Occupational Standards

Core Standards for all PHS support staff

- STL1 Provide support for learning activities
- STL2 Support children’s development (CCLD 203)
- STL3 Help to keep children safe (CCLD202)
- STL4 Contribute to positive relationships (CCLD 201)
- STL5 Provide effective support for your colleagues
- STL62 Develop and maintain working relationships with other practitioners
- STL60 Liaise with parents, carers and families