JOB DESCRIPTION

Job Title:	Year Group Co-ordinator	**Reporting to:**	Pastoral Manager
Location:	City Academy	**Annual salary:**	Grade 3a, point 9- 15 £20,903 - £23,541
Contract type:	TTO, full time	**Hours of work:**	Monday – Friday 36.5 hours per week

ROLE PURPOSE:

To support the Head of Year in improving, monitoring, and evaluating pastoral strategies.

MAIN DUTIES:

- Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety.
- Provide general student support in terms of their health and mental well-being.
- Liaise with external agencies on behalf of the Year team.
- Be aware of and comply with policies and procedures relating to child protection and all aspects of safeguarding children.
- Attend case conferences as directed.
- To be the first point of reference for staff referrals regarding behaviour issues.
- Collect and collate statements relating to incidents, following up directly when appropriate.
- Respond to and take steps to resolve relationship issues between students.
- Issue, collect and follow up report cards for identified students.
- Monitor levels of bullying and implement policies and strategies to combat it.
- Produce reports on levels of incidents dealt with and other issues relevant to the post.
- Follow up attendance matters by contacting and/or meeting with parents.
- Implement strategies to improve attendance of students including implementation and monitoring of agreed attendance sanctions.
- Use behaviour and attendance data to devise, implement and monitor individual or group action plans for students when required.
- Issue, collect and follow up report cards for identified students.
- Be the first point of contact for parents, being responsible for and dealing with issues when appropriate and referring to other staff for action.
- Ensure contact is made to parents whenever incidents are dealt with – e.g., bullying, racial incident files.
- Produce appropriate records of incidents dealt with e.g., bullying, racial incident files
- Arrange for work to be set and collected for exclusion, reflections, and other student absence.
- Arrange parental appointments including those with Heads of Year or SLT as appropriate.
- To assist in break/lunch supervision if required.
- Represent the school in a manner consistent with its ethos and values.
- Contribute to school development through identified communication and consultation

channels.

- To respect the confidential nature of information relating to the school and students.
- Organise the admission of students into the year group in liaison with the Head of Year.
- Organise Year Assemblies and assist in the management of all other school assemblies and presentations.
- Work with other leaders within pastoral management to ensure that a cohesive approach is adopted in respect of managing "whole" development of students across all key stages.
- Contribute to the effective transfer of pupil information, where appropriate, implement support strategies for students at risk of disaffection and exclusion.
- Ensure that pupil rewards and incentives are promoted, developed, and issued.
- Attend regular Year Co-ordinator team meetings to share and develop best practice. Attend full Pastoral Team meetings.
- Assist the Assistant Headteacher – Pastoral and Inclusion in the administration of all aspects of the School Behaviour Policy and the Sixth Form Learning Agreement.
- Support students who are following an Alternative Pathway, both internal and external, contribute to the strategic decisions linked to the pathways students follow.
- Support internal Alternative Pathways for students to overcome barriers to learning.
- Support restorative processes across the school – links with the Reflection Room and integration of all students from:
    - Admissions
    - Fair Access
    - Managed Moves
    - Assist with the co-ordination of events such as Guided Choices, Open and Parents Evenings
    - Managing and meeting deadlines
    - Produce reports and data for students, groups of students where appropriate.
    - Communicate with families and record these meetings.
    - To continue personal development in the relevant areas including subject knowledge, pedagogy, educational developments.
    - To engage actively in the Performance Management cycle.
    - Participate in whole school CPD programmes.
    - Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the Academy.
    - Comply with the Academy's Safeguarding Policy to ensure the safety and welfare of children and young persons.
    - To communicate effectively with the parents and carers of students as appropriate.
    - To take part in marketing and liaison activities or events
    - To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
    - To promote the CORE values and embed them within the school community.

- To actively promote academy policies and procedures
- To undertake duties during the day as per the rota in times such as break and lunch.
- To attend meetings, staff training and any calendared Academy events as expected
- To set appropriate cover work during any leave of absence.

SPECIAL CONDITIONS OF EMPLOYMENT
REHABILITATION OF OFFENDERS ACT 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

HEALTH AND SAFETY

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

EQUALITY AND DIVERSITY

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

TRAINING AND DEVELOPMENT

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their

own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

MOBILITY:

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed on:	26.01.2021
Job Description Reviewed by:	Deputy Headteacher

PERSON SPECIFICATION

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All posts will be subject to a DBS clearance at Enhanced level.

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

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	Essential	**Desirable**
Education, Training and Qualifications		
• Degree or equivalent	X	
• Masters in a relevant subject area		X
• Evidence of and commitment to continuing professional development.	X	
Experience, Knowledge, Skills /Competencies		
• Successful school experience with experience of supporting students across the age and ability range.	X	
• Demonstrating a strategic leadership style that is characterised by integrity, resilience, and clarity. Understand how to empower all students to excel.	X	
• Knowledge and understanding of supporting students in all areas of school life.	X	
• Knowledge and understanding of key policies in particular: health and safety, child protection, SEND, Alternative provision and their implementation in schools.	X	
• Make effective use of ICT across all areas of school when working to support students.	X	
• Communicate effectively both verbally and in writing, to a range of abilities.	X	
• Leading on whole school initiatives.	X	
Developing Literacy and Numeracy and High Ability Provision		

• Be committed to developing literacy, oracy, and numeracy skills across the subjects.	X	
• In depth knowledge of best practice, the use of the latest technologies, to support student learning.	X	
Personal Attributes		
• Resilience, the ability to work under pressure and able to meet deadlines. • Ability to think strategically, creatively and to prioritise. • Excellent communication skills (including written, oral and presentation skills) • Excellent interpersonal skills. • A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme.	X X X X X	

HOW TO APPLY

For further information about this exciting opportunity, or an informal discussion, please contact us on recruitment@CORE-education.co.uk

Only those applicants submitting a CORE Education Trust Application Form will be considered. Please note that we do not accept CVs.

To apply for this role please submit your expression of interest to recruitment@CORE-education.co.uk

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.

CORE
EDUCATION
TRUST

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