

Organisational information:

Responsible to: Deputy Headteacher (Behaviour and Culture)

Functional links: Form Tutors, Curriculum Leaders, ESLT, SENDCO and SEND Team, PSHE/Careers lead, Year Leaders, Student Support Officers, First aid and Mental Health Lead, EWO and other Year Leaders

Main Purpose of Job:

To support, monitor and improve student attendance, behaviour, learning and safeguarding within the Year group

Main Responsibilities / Accountabilities:

1. Develop an excellent ethos throughout the year group based on our key values of students being conscientious, considerate and co-operative
2. Ensure high standards of attendance, punctuality, behaviour and learning throughout the year group by ensuring a consistent approach to implementing the school reward, behaviour and pastoral intervention systems.
3. Establish and maintain excellent working partnerships with carers, families and key outside agencies
4. Maintain high levels of vigilance, transparency and record keeping in all matters of safeguarding, attendance and bullying

Job Activities

Examples:

Attendance:

- Monitor and respond to attendance data regularly ensuring early intervention to support students
- Directly lead on interventions and communications pertinent to those students with persistent absenteeism
- Work closely with our Attendance Lead and Educational Welfare Officer to support students to attend regularly

Safeguarding:

- Review MyConcern regularly to respond to concerns and complete specific tasks
- Complete Designated Safeguarding Lead training to work as part of the Safeguarding Team
- Make referrals to relevant outside agencies and supply timely information
- Conduct proactive duties before school and during brunch and lunch
- Run or coordinate thorough and fair investigations into behavioural, child on child abuse and bullying incidents
- Be part of the rota of staff supervising detentions, internal seclusions, duties, on call and emergency cover

Behaviour:

- Lead and review a series of Pastoral Support plans (or SNP, EHA, PEP, Behaviour Plans) with vulnerable students
- Gather information on student's behavioural strengths and weaknesses (using data) and in particular work closely with new admissions to Year group in supporting their transfer
- Attend re-admission meetings (following suspension) to plan effective follow up and support for students

Tutor Management:

- Line manage a team of tutors in fulfil their pastoral responsibilities and chair Year Team meetings
- Monitor tutors to ensure they are fulfilling key duties in terms of uniform and equipment checks, attendance monitoring, delivery of PSHRE, Careers and Reading and mentoring of low-level attendance issues
- Lead and plan alongside PSHRE coordinator a series of extended PSHE workshops with your year group

Communication:

- Present regular year group assemblies to maintain focus on key behavioural consistencies and to inspire and provide pertinent year group information
- Work with SLT to run year group information events, parent's evenings
- Write regular newsletters to parents/carers
- Write weekly updates to inform staff of year group plans
- Contribute to the Year Leaders' assembly programme plus establish and monitor tutor time timetable/activity schedules
- Attend a series of Year Leader, SLT and SEND meetings to develop and deliver the pastoral improvement plan

Data and Tracking:

- Ensure pastoral audits, strategy guides and My Concern (Safeguarding) system is regularly updated
- Ensure faculties are proactive in supporting behaviour improvement
- Monitor progress check and report data responding to feedback from parents and identifying underachievement and celebrate success

PERSON SPECIFICATION – YEAR LEADER (Teaching Staff)

*For Current Support Staff please see next page



	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications and Training	QTS status	Certificates
Experience	Successful experience of a role providing advice, support and or counselling to young people A track record that demonstrates establishing strong and respectful relationships with young people	Application form and letter References
Skills and Abilities	Enthusiasm for, and enjoyment of teaching, and a passion for inclusive and engaging learning Ability to work under pressure Excellent knowledge of behaviour management skills and the ability to disseminate these Commitment to working as part of a team, including the sharing of successful support strategies and work on cross year issues where required Ability to form professional relationships with parents/carers through strong communication skills Understanding of the systems for safeguarding young people and the causes of poor behaviour choices in young people Ability to effectively support our most challenging students Disclosure & Barring Service at Enhanced Level	Application form Interview References Lesson observation or group task
Leadership and Management	A leader who is able to work effectively with other middle leaders and Senior Leadership Team in order to raise and maintain standards of welfare and behaviour, leading to progress and achievement Ability and determination to ensure all aspects of the safeguarding policy and behaviour for learning policy are applied consistently by all staff within your Year group Ability to promote and achieve an excellent ethos within a Year group for example through assemblies, Information evenings and Year group meetings	Letter of application Interview References