



JOB DESCRIPTION

JOB TITLE: Assistant Year Lead KS 3/4

Purpose:	High quality student support is pivotal to the success of individual and student cohorts as a whole. The Assistant Year Lead will help to promote this success through pastoral support and progress of students in their year group.
Reporting to:	Progress Co-ordinator / Year Lead - Years 7, 8/9, 10/11
Responsible for:	n/a
Liaising with:	Students Senior Progress Coordinators Year Lead – Progress Coordinators Staff Students and Parents / Carers Visitors and external agencies
Working Time:	37 hours a week Term time only plus inset plus 1 week holiday working. Equivalent to 40 weeks
Salary/Grade:	Grade 7 Points 20-25
Disclosure level	All positions are subject to an enhanced DBS check as standard practice
Date	March 2023

MAIN (CORE) DUTIES

The specific duties and responsibilities pertaining to the Assistant Year Lead are to be read in conjunction with the School's Attendance Policy, Behaviour Management Policy and related Protocols which should be complied with at all times.

Provision for Students	<p>Point of contact for internal/external calls and students' triage calls/incidents.</p> <p>Writing up Individual Support Plans and follow up notes.</p> <p>Provide support to improve attendance.</p> <ul style="list-style-type: none"> • Being present to check punctuality and attendance
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	<p>(high visibility on gates – 08:35 – 08:50)</p> <ul style="list-style-type: none"> • Run punctuality and attendance detentions • Check reasons for lateness and monitor any patterns. <p>Collecting behaviour incident statements and start investigations when required.</p> <p>Ensure long term absentees are provided with work and that this is completed and returned.</p> <p>Provide support for the Hub and Reintegration rooms, assisting staff working with students with behavioural and additional needs.</p> <p>Provide support for wider curriculum provision (e.g., clubs, interventions, etc).</p> <p>Summer school – KS3 transition support.</p>
<p>Administration</p>	<ul style="list-style-type: none"> • To ensure that all paperwork linked to protocols and procedures are implemented and undertaken in line with policy and senior staff direction; • To undertake any other appropriate duties, as requested by the school, to assist with the efficient running of the School’s support services.
<p>Essential Skills & Qualification</p>	<ul style="list-style-type: none"> • Experience of working in an educational setting with students • Experience of working with students who display challenging behaviours • Demonstrable experience of working with young people and families • An understanding of the specialist support services available to young people from the local authority • Experience of trouble shooting pastoral issues in a relevant setting • Good working knowledge and understanding of IT and ability to use word-processing, spreadsheet and database software • Other relevant experience of working in the police, youth offending or health sector that would demonstrate an ability to inspire young people (desirable) • Behaviour management training (desirable) • Has a thorough understanding of child protection legislation and trained in child protection issues (desirable) • Has attended a range of relevant training courses to develop own knowledge of issues affecting young people and best practice in the management of these issues (desirable) • Experience of working in a multi-agency setting (desirable) • Holds First aid at work qualification or willingness to undergo first aid training. (desirable) • Holds qualification to drive a minibus or willingness to undergo minibus training. (desirable)



Essential personal attributes	<ul style="list-style-type: none"> • Ability to work within and apply clear protocols and procedures • Ability to remain clear thinking and calm under pressure • Ability to work as part of a team • Ability to work on own initiative and with resilience. • Self-motivating with the ability to multi-task • Good interpersonal skills - the ability to enthuse and motivate others. • Good interpersonal skills - ability to work with people at all levels – respectful of difference • To flexible and adaptable in working practices
Practical Skills	<ul style="list-style-type: none"> • Ability to communicate with young people, both individually and in a group setting; • Ability to motivate and engage young people to address the difficulties they are experiencing at home/school that affect their ability/willingness to learn; • Ability to assess the needs of young people and to work with other staff and to formulate packages of support; • Able to build constructive relationships with parents and carers; • Able to develop and maintain close links and work effectively with staff in the wider school; • Able to gather information, analyse data and produce reports; • Confident user of ICT and willingness to work with new IT packages. • Good planning and organisational skills and a flexible approach to the management of work. • Excellent communication skills both written and oral; • Ability to prioritise own workload
Staff Development	<ul style="list-style-type: none"> • To take part in the school’s staff development programme by participating in arrangements for further training and professional development. • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Performance Management Review process.
EMPLOYEE RESPONSIBILITIES: <ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To promote actively the school’s corporate policies. • To comply with the school’s Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate. • To comply with the School’s Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post. • To comply with the School’s Data Protection Policy and Code of Practice within the service area of the post. • To support the school in meeting its legal requirements for worship. • To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements. 	



- Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

HEALTH AND SAFETY

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking policy.

SPECIAL CONDITIONS

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

The actual dates that the “plus days” attached to this position will be worked should be agreed following discussion and agreement with the Line Manager.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

VERIFICATION

I agree that this job description conveys an accurate description of this job.

Agreed : _____ (Postholder) **Date:** _____

Agreed : _____ (Line Manager) **Date :** _____

Agreed : _____ (Headteacher) **Date :** _____

March 2023