



Job Description

Role Title	Typically reports to	
Head of Year	Key Stage Lead	
JE Code	Grade	Date of profile
	Grade 8	

Purpose of the role (job statement)

To work as part of the Guidance Team with an overall responsibility for the management of behaviour, implementing effective strategies so that the focus of students is on learning. To work in conjunction with teachers to ensure effective teaching and learning take place within the year group (this could mean liaising with Curriculum Leaders or members of the Leadership Team to tackle concerns).

Main Duties:-

Support for Teachers

- To support a team of Form Tutors on a day to day basis
- Support and give advice to maintain purposeful, orderly and productive working environment
- Coordinate data collection by staff and monitor the data for each student, and ensure effective target-setting and monitoring of progress and mentoring takes place for each student
- Manage and update appropriate student records, information and data, producing analysis and reports
- Liaise and work with AENCO to best support students with Additional Educational Needs
- Work with the PSHCE Coordinator to plan the PSHCE scheme of work across the year group and ensure its delivery through the Form Tutor teams
- Help produce the Tutorial Programme for the year group

Support for Students

- Ensure the College's Child Protection Procedures and Practices are implemented
- Identify children who require additional support around SEMH and work with internal resource and external agencies to support children and their family
- Work within CCC procedures to ensure that any bullying is dealt with effectively and transparently
- Provide feedback to students in relation to progress and achievement
- Responsible for the development of the 'whole' student, offering opportunities for involvement in activities which will lead to spiritual and moral development, raised self-esteem and self-worth
- Promote and ensure the health and safety and good behaviour of students at all times
- Ensure high standards of co-operation from students with regard to behaviour, uniform, completion of home learning, attendance and punctuality
- Develop a 1:1 mentoring relationship with children needing particular support
- Liaise and build positive relationships with parents and carers of the students
- Liaise with external agencies such as Social Services to provide support for students. Where appropriate this will involve leading on Early Help Assessments to support children and their families

Support for College

- To have full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals who could be drawn upon to provide extra support for students
- Implement the rewards and sanctions system within a year group



- Build and maintain good communication links with parents/carers and students in the year group
- Communicate College values in a wide variety of ways – assemblies, setting a good example, visiting speakers, trips, links, PSHCE programme, links with careers/work experience/vocational placements
- Work with the Attendance Team to monitor and raise attendance levels
- Make effective use of the Connexions Service, if appropriate
- Be responsible for completion and submission of complex forms, returns etc. including those to outside agencies e.g. Early Help Assessments, Secondary Support Team
- Take part in the development and implementation of the College's Behaviour System
- Provide organisational and complex advisory support to the Governing Body

Responsibilities:-

Whole College Responsibility

Undertake responsibility for a particular project or area of practice with a whole College theme to be determined by the Headteacher.

Management Responsibilities

- Liaise between managers/teaching staff and support staff
- Hold regular meetings with year group tutors
- Hold regular meetings with relevant teaching and support staff

Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the College
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development, as required
- To safeguard and promote the welfare of young people
- Recognise own strengths and areas of expertise and use these to advise and support others

General

To undertake any other duties appropriate to the grade of the post as requested by line manager or Headteacher



Person Specification – Cleaner

Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	<ul style="list-style-type: none"> ● Effective use of specialist ICT packages ● Use of specialist equipment/resources ● Full working knowledge of relevant policies/codes of practice/legislation ● Ability to organise, lead and motivate other staff ● Ability to plan and develop systems ● Ability to relate well to children and adults ● Work constructively as part of a team: understanding College roles and responsibilities and your own position within these ● Ability to self-evaluate learning needs and actively seek learning opportunities ● Knowledge of resources available to support students and families 	E E E E E E E E E	A I A I A I A I A I A I A I A I A I
Qualifications and Training	<ul style="list-style-type: none"> ● NVQ Level 4 or equivalent qualification or experience in relevant discipline ● Excellent numeracy/literacy skills ● Good ICT skills 	E E E	A I A I A I
Experience	<ul style="list-style-type: none"> ● Several years' experience working in a relevant discipline in a learning environment 	D	A I
Disposition	<ul style="list-style-type: none"> ● The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body ● To uphold the school's policy in respect of child protection matters ● All staff members participate in the school's performance management /appraisal scheme ● Ability to remain calm in difficult situations 	E E E E	A I A I A I A I
Conditions of Service			
National Joint Council			

Signature of post holder	Date	/ /
Signature of headteacher	Date	/ /

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

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.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.