



BEAUCHAMPS **HIGH SCHOOL**

Job Description



Beauchamps High School

Job Description

Job Title:	Non-teaching Year Leader
Grade:	LGS Band 4, Point 26 - 30
Hours per week:	37 (8.00 am until 4.00 pm with 30 minutes' unpaid break to be taken outside of the student lunch time)
Working weeks:	39 per annum (38 weeks plus INSET Days)
Responsible to:	Raising Standards Team, Head of School and Executive Headteacher
Purpose of the job:	To assist with the work of the Raising Standards Team, having specific responsibility for a nominated Year Group. To carry out relevant administration associated with the role and to promote the highest standards of student behaviour and uniform standards across the school.

Specific Responsibilities:

- First line intervention and to investigate issues of behaviour arising in school and immediately outside the school campus
- To be the first point of contact for students with regards to signposting for support
- To be the first point of contact with parents
- To produce incident reports
- To manage and supervise students who are excluded from class/lessons and to support reducing the need for external exclusions
- To occasionally supervise classes of students on a short-term basis where a teacher might be called away or a class is not covered for any reason, until a member of teaching staff can take over
- To participate in emergency 'call-outs' when required
- To attend assemblies for the appropriate Year Group
- To attend Parents Evening and other evenings (e.g. Options Evening) for the appropriate Year Group (TOIL can be claimed)
- To implement School Policies and Procedures, e.g. Behaviour, Equal Opportunities, Health and Safety, Risk Assessments, COSHH, etc
- To maintain and deal with uniform issues, including parent contact
- To be on duty during break and lunch to maintain safety of the students
- To carry out administration associated with the work of the Raising Standards Team, including making appointments, typing of correspondence, keeping of manual and electronic files, servicing meetings, entering incident slips, etc
- To understand and be able to use the SIMS.net system to access student information and produce reports when required



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- To be proactive with strategies to improve the mental and emotional well-being of students
- To contribute information for reports, eg Safeguarding, transfer requests
- To attend and contribute to all meetings associated with raising standards for the students in the appropriate Year Group
- To attend and contribute to all meetings of the Student Standards and Raising Standards Team
- Any other tasks appropriate to the post as directed by the Head of School or other senior leaders.

The duties of the post may be varied from time to time to suit changing circumstances at the discretion of the Head of School and Executive Headteacher.