

Broad Horizons Education Trust

SEWELL PARK ACADEMY

JOB DESCRIPTION

POST TITLE: **Year Leader**

RESPONSIBLE TO: Assistant Headteacher with responsibility for behaviour

GRADE: E7-11

POSTHOLDER:

Vision and Purpose:

This is a key post within the Academy which requires dedication and highly effective and responsible approach. It requires working closely with students, teaching staff, parents and Senior Leadership team. The team will manage all aspects of Behaviour and Attendance including internal exclusion in order to meet the needs of students contributing to more effective learning through behaviour and social skills under the direction of the Assistant Headteacher with responsibility for behaviour.

Principal Roles & Responsibilities

BEHAVIOUR AND ATTENDANCE

- Responsibility and Pastoral Lead for a year group or house.
- Production of student data, recording and analysis as needed including behaviour (positive and negative)
- Maintain and updating Progresso Student Data and records
- Managing ATA and Attendance Policy and supporting students to commit to them. Student progress is a feature to all aspects of work to ensure focus on improving student attitude to learning.
- Monitoring student behaviour and attendance (below 90 %) at appropriate level
- Liaison with Form Tutors, Teachers, Directors and parents to include: Managing reports, PSPs/ Support Plan-Implement and regular review including rewards /sanctions system following high levels consequences
- Arrange meetings and attend meetings with parents /carers re: above. Provide effective communication with parents/carers using telephone/text/email/letters.
- Deal with bullying issues and conflicts involving restorative approaches and peer mentors as appropriate
- Support monitoring of uniform within the Academy and contact with home
- Implement programmes (Behaviour Management, Anger Management, Nurture etc) with small groups or individuals as needed.

- Assist as needed during lunchtime/break time/before and after school/ in and out of school in ensuring Behaviour to Achieve

- Liaise with other agencies /support outside school as needed for PSP /support plans
- Counselling students re: behaviour
- First 'port of call' for parents when they call into school without appointments. Interview them, take notes and action as appropriate
- Run and assist detentions/reflections
- Liaise with Police as needed and involve in appropriate strategies and actions.
- Undertake home visits as required
- Work with students/parents/teachers/outside agencies to improve student's attendance, behaviour & progress in school.
- Take responsibility for an identified area for improving behaviour e.g. Anger Managements.

INCLUSION ROOM

- Manage all aspects of Academy exclusion and exit room and liaise with parents /staff/students
- Ensure work is available, supervise and work with students in internal exclusion 8:30 -3:30pm if needed
- Part of on-call system to remove students from lesson
- Maintain accurate records /produce analysis data of exclusion room
- Monitor student behaviour when returning from exclusions internal and external

General

Attend training sessions and meetings appropriate to role when requested by Line Manager to include:

- 2 training requirements to be completed evenings throughout the year and 5 Inset Days
- Respecting confidential issues linked to home /students / teachers / Academy work and to keep confidence as appropriate
- To keep up to date with the Academy procedures for safeguarding and child protection, reporting any concerns to senior designated person
- To undertake such other duties appropriate to the grade of the post as the Headteacher may from time to time reasonably determine
- One person may take individual responsibility for elements of this role
- Responsibility for leading on identified area(s) to develop the Behaviour Team within the school
- Willing to train as a First Aider and conduct first aid duties when required

Performance Management

All employees will participate in the Academy's arrangements for performance management, professional development and any other arrangements for quality assurance and internal verification

Context

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and the priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure (DBS) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, cautions or reprimands and if so, for which offences. This post will be exempt from the provisions of Section 4, (2) of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.

WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out, and not part of it may be so construed.

A working week of 37 hours will be undertaken Monday to Friday; this can only be changed under negotiation with both parties.

REVIEW:

The job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the postholder through the Academy’s Staff Support and Development Programme. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the postholder’s professional responsibilities and duties.