



SUPPORT STAFF JOB DESCRIPTION

Post Title	Year Leader
Main Job Purpose	To contribute to our pastoral team by enabling all pupils in their year group to be the best they can be by promoting high levels of engagement through challenge and support for pupils, parents and staff, as necessary, including behaviour, attendance, learning and wellbeing.
Grade	Grade 6 Scale Point 15 – 20 £30,024 to £32,597 FTE
Working hours	08:30-16.30 Monday to Friday 37 Hours per week. Term time plus 5 Inset days.

Main Duties	
➤	Provide pastoral support which involves a blend of proactive and reactive interventions, mentoring and support of pupils with a range of issues from ensuring they are properly equipped for learning to wellbeing and emotional support for pupils in crisis.
➤	Develop strategies with teaching staff to promote pupil inclusion and positive behaviour.
➤	Provide mentoring support for all pupils and especially those in the school's key target groups.
➤	Deliver specific pastoral intervention programmes to small groups of pupils to address social, emotional or behavioural issues.
➤	Liaise with the Pastoral Team Leader and Inclusion Team Leader to help ensure that we meet our agreed attendance targets.
➤	Support pupils with attendance issues, including during remote provision.
➤	To be a positive interface for the school with parents to provide support and guidance in supporting their child outside of school.
➤	Promote positive behaviour through support to pupils.
➤	Assist with the management of behaviour during lessons and exams, including having an overview of sanctions and rewards within the year group.
➤	Liaise with teaching staff to develop expectations of learning and positive behaviour strategies appropriate to individual pupils.
➤	Assist with the reintegration of pupils into school after extended absence or exclusion.
➤	Make referrals and liaise with outside agencies as required.
➤	Attendance at evening events specific to the year group, to include parents' evening, learning conferences and any other relevant evenings.
➤	Complete referrals to outside agencies where required.

- Hold weekly tutor briefings with a team of tutors.
- Cover tutor time, when required.
- Undertake break and lunchtime duties around the school site.
- Maintain pastoral records relating to pupils.
- Uphold and promote the school standards.
- Contact all new pupils and their families who are IYAs into your year group, prior to joining Deer Park.
- Provide support to IYA pupils and families throughout the process.
- Liaise with the school's Data Manager to allocate pupils to a tutor group.
- Provide information relating to new starters to the relevant colleagues.
- Maintain accurate records of pupils receiving CIAG year-on-year.
- Liaise with outside agencies involved in careers intervention, with parents over careers and with the school's careers advisor. Advise of any relevant information.
- Year specific duties from:
 - a. Arranging weekly careers appointments;
 - b. Support pupil applications to colleges/sixth forms;
 - c. Collate and advertise work experience information and support pupils in securing work experience placements;
 - d. Support SLT in arranging Mock interviews and support pupils through process;
 - e. Support and assist annual careers convention;
 - f. Attend High Achievers' evenings.

Supervision and Management	The job holder does not have responsibility for staff.
Creativity and Innovation	The job holder will be required to organise and deliver bespoke mentoring of individuals and small groups of pupils. Some innovation will be required.
Decision Making	There will regularly be a need to make decisions without initial referral to the Pastoral Team Leader/Assistant Pastoral Team Leader. Such decisions must be taken in accordance with school procedures. The jobholder should seek assistance, or approval to their recommendations, for anything more unusual.
Key Contacts and Relationships	The jobholder will support pupils and parents pastorally, liaise with external multi-agencies including but not limited to, LA inclusion Team, Social Services, School Nurse. The jobholder will be required to represent the school, advocate for pupils and parents and communicate and coordinate between agencies as required. Other general contacts are with school staff and pupils, teaching staff of local primary schools, Year 6 pupils and their parents.
Resources	The jobholder is expected to use school resources appropriately and with care. The maintenance of stock control within the pastoral team is important however the jobholder is not personally accountable for their overall security.

Working Environment	The jobholder works across the school where there are health and safety hazards. The correct systems and controls must be adhered to.
Knowledge and skills	In order to undertake the range of tasks required the jobholder needs detailed knowledge of working with pupils with a range of issues from being equipped for learning to wellbeing and emotional issues of pupils in crisis. Excellent pastoral skills to support pupils and families and good knowledge of support available through external agencies and requisite policies and procedures. An understanding of the required CIAG provision for pupils in Years 7 to 11 and their role in administering this support.