

THE CHERWELL SCHOOL

Kindness, Opportunity, Responsibility, Excellence

Deputy Year Leader (KS3/4)

Job Description

Responsible to: Year Leader

Salary Scale: Grade 8

Working Time: Monday to Thursday: 7:30am – 4:30pm
Friday: 7:30am – 4:00pm
Term-time only plus INSET days

Job Purpose:

- To support the work of the Year Leader
- To raise standards of attendance, attainment and progress of students across the year group
- To provide appropriate monitoring and support of students
- To support the year group having a collective ethos and sense of identity, and ensure individual students are known and valued
- To liaise with parents, internal staff (to include Form Tutors, subject teachers, Inclusion and Attendance Officer, SENCO and the Base Manager) and external agencies to ensure the needs of students are met

Principal Responsibilities:

Care, Guidance and Support:

- Involvement in the planning and implementation of transfer and induction activities
- Development of good relationships with students based on trust, respect and support
- Development of a knowledge base of all students to allow for early and effective interventions as required
- Liaison with all relevant staff in monitoring student welfare
- Communication with parents and other agencies when the welfare of an individual pupil is cause for concern
- Support the smooth running of exam results day and subsequent clinics during the summer holidays
- To liaise with internal staff and external agencies to ensure the needs of students are met
- Attend Multi-Agency meetings
- Overview of the storage and organisation of confidential student records
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

Attendance and Behaviour:

- Work closely with the Inclusion and Attendance Officer to ensure wellbeing of vulnerable students
- Work with the SENCO and Behaviour Base manager as appropriate
- Promote and maintain the expected standards of good behaviour
- Maintain a record of behavioural interventions for individual pupils
- Supervise detentions after school on a rota basis for their year group
- Be the first call for C4 referrals
- Monitor attendance records and identify students giving cause for concern
- Liaise with the Year Leader, the AEO and the Administration staff regarding attendance and the maintenance of accurate data
- Liaise with the Year Leader and Inclusion and Attendance officer to improve attendance where necessary
- Monitor punctuality records and, as appropriate, supervising lateness detentions
- Involvement in the implementation of the school's and the year group's reward systems
- To telephone parents/carers of persistent absentees each morning they are absent as appropriate and in liaison with the Inclusion and Attendance officer

Communications:

- To liaise with subject teachers about student progress
- To contribute to the Student and Staff Bulletin with relevant information
- To attend Parent Consultation Evenings
- To prepare documents to support the transfer of students between schools
- To complete referral forms for other agencies where appropriate (e.g. PCAMHS, YOS, College applications etc.)
- To carry out risk assessments where necessary
- To communicate with parents/carers regarding issues concerning their child's wellbeing where appropriate
- Liaise with teaching staff, parents and other agencies as appropriate ensuring that follow-up work is done and all concerned are well-informed
- To assist in the transition arrangements at the beginning and end of the year

Curriculum Provision:

- Develop and maintain a database of pupil progress data and producing information from this as required
- Work with the Year Leader and subject staff to identify and address under-achievement
- Organise work/support for students with long term medical problems
- Organise work/support for students who have been excluded
- Organise work/support for students who are being educated off site
- Liaise with Year Leader, Inclusion and Attendance officer, Base manager, students and their parents/carers to arrange alternative education courses where appropriate
- To advise subject staff about curriculum issues relating to the Year Group

General Duties

- Contribute to the overall ethos/work/aims of the school/River Learning Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in Training and other learning activities and performance development as required
- Carry out other duties as required from time to time
- Follow the Trust's Health and Safety rules and procedures (eg. GDPR) and adhere to safeguarding principles
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community.
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

Mental Health and Wellbeing:

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

Notes:

- Whilst every effort had 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 Cherwell School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.