



## Job Description

<b>Job Title:</b>		Assistant Year Lead			
<b>School:</b>		Benfield School			
<b>JE Code:</b>	A5378	<b>Evaluation:</b>	496	<b>Grade:</b>	N6
<b>Date:</b>	January 2024		<b>Status:</b>	Final	
<b>Responsible to:</b>		Head of Year			
<b>Job purpose:</b>		To provide pastoral support to pupils within a particular year. To work with a range of teaching and support staff in school to promote positive learning behaviour, welfare and attendance of pupils and to support the removal of barriers to learning.			

### Main responsibilities

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To work with form tutors, members of support staff and multi-agency teams to develop and implement strategies to improve attendance and behaviour and to monitor and evaluate the effectiveness of those strategies.
2. To establish positive relationships with families, offering an approachable and professional point of contact, offering support regarding pupil welfare, attendance, progress and behaviour, by phone letter, or email as appropriate.
3. To ensure that pupils in the year are offered appropriate pastoral and academic guidance, counselling and mentoring, so that they may maximise their potential.
4. To coordinate procedures for recording and reporting on the behaviour, attendance and welfare of pupils in the year; maintaining parental contact to identify and address attendance barriers.
5. To reinforce targets as set within the School Improvement Plan and develop, implement and monitor within the year, strategies to meet those targets.
6. To identify young people at risk and refer to multi agency teams through inclusion meetings where appropriate.
7. To liaise with the designated member of staff for Child Protection and maintain an up to date record of at-risk pupils.
8. To work with individual pupils on matters of discipline, attendance and behaviour.

9. Where necessary, make regular home visits to improve and promote attendance of individual pupils.
10. To organise relevant alternative curriculum initiatives as appropriate.
11. To support the organisation of public events, such as parents' evenings, as well as extra-curricular activities and trips for the year group.
12. Undertake duties to be a visible presence on corridors around school to promote high standards of behaviour.
13. To maintain effective pastoral records of all communication with parents, all sanctions issued and any other pastoral information relating to all pupils within a particular year group.
14. To use behaviour monitoring data to monitor individual pupil and whole year performance.
15. To supply relevant data for statistical returns particularly linked to behaviour, attendance and exclusions.
16. To manage the process for in year transfers and admissions.
17. To invigilate examinations when required.

**Trust responsibilities:**

18. Work to fulfil the vision and values of the trust.
19. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
20. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
21. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
22. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
23. Participate in appraisal, training and development and other activities that contribute to performance management.
24. Attend and participate in regular team and 1:1 meetings.