

Job Description

Role Title	Typically reports to	
Guidance Leader	Headteacher or designated member of staff	
JE Code	Grade	Date of profile
A127	8	DD/MM/YY

Purpose of the role (job statement)

To work in conjunction with Parents/Carers, Children's services, staff, and school staff to enhance all elements of students experience at school.

Main Duties:-

To work as part of the Guidance Team with an overall responsibility for the management of behaviour of allocated year group (s), implementing effective strategies so that the focus of students is on learning. To work in conjunction with teachers to ensure effective teaching and learning take place within the year group (this could mean liaising with Curriculum Leaders or members of the Leadership Team to tackle concerns).

Support for Teachers

- To manage a team of Form Tutors on a day to day basis
- Support and give advice to maintain purposeful, orderly and productive working environment
- Co-ordinate data collection by staff and monitor the data for each student, and ensure effective target-setting and monitoring of progress and mentoring takes place for each student
- Manage and update appropriate student records, information and data, producing analysis and reports
- Liaise and work with AENCO to best support students with Additional Educational Needs
- Work with the PSHCE Coordinator to plan the PSHCE scheme of work across the year group and ensure its delivery through the Form Tutor teams
- Help produce the Tutorial Programme for the year group (s)

Support for Students

- Ensure the School's Child Protection Procedures and Practices are implemented
- Identify children who require additional support around SEMH and work with internal resource and external agencies to support children and their family
- Work within Norham High School procedures to ensure that any bullying is dealt with effectively and transparently
- Provide feedback to students in relation to progress and achievement
- Responsible for the development of the 'whole' student, offering opportunities for involvement in activities which will lead to spiritual and moral development, raised self-esteem and self-worth
- Promote and ensure the health and safety and good behaviour of students at all times
- Ensure high standards of co-operation from students with regard to behaviour, uniform, completion of homework, attendance and punctuality
- Develop a 1:1 mentoring relationship with children needing particular support
- Liaise and build positive relationships with parents and carers of the students
- Liaise with external agencies such as Social Services to provide support for students. Where appropriate this will involve leading on Early Help Assessments to support children and their families

Administration:

- To ensure that administrative records relating to students are updated via the school office.
- To participate in supervisory duties as specified by the Headteacher.
- To ensure that all internal returns and reports are completed for the Headteacher and Local Authority as appropriate.

Staff Development:

- To undertake and support relevant training for staff within the school.
- To monitor and evaluate the effectiveness of staff training
- To attend relevant meetings.
- To continue professional development by attendance at relevant training courses.
- To participate in the Performance Management programme.
- To attend and contribute to staff meetings.

Relationship:

- To work as part of a team developing effective working relationships with students, the school community, children's homes, carers/parents and external partners.
- To participate in activities which create a co-operative ethos.
- To maintain and respect and confidentiality of students and staff.

Support for School

- To have full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals who could be drawn upon to provide extra support for students
- Implement the rewards and sanctions system within a year group
- Build and maintain good communication links with parents/carers and students in the year group
- Communicate Norham High School values in a wide variety of ways – assemblies, setting a good example, visiting speakers, trips, links, PSHCE programme, links with careers/work experience/vocational placements
- Work with the Attendance Team to monitor and raise attendance levels
- Make effective use of the Connexions Service, if appropriate
- Be responsible for completion and submission of complex forms, returns etc including those to outside agencies e.g. EHA, Secondary Support Team
- Take part in the development and implementation of Norham High School Behaviour System
- Implement the recognition, rewards and sanctions systems and policies within associated year group's
- Build and maintain good communication links with parents/carers and students in the year group
- Communicate Norham High Schools values in a wide variety of ways – assemblies, setting a good example, visiting speakers, trips, links, PSHE programme, links with careers/work experience/vocational placements
- Work with the Guidance and Support Officer, Attendance and Welfare to monitor and raise attendance levels
- Provide organisational and complex advisory support to the Governing Body
- Provide 'on call cover'
- Support effective running of the schools Intervention Room
- Administering first aid and medication to students where appropriate – training will be provided
- Fire Warden duties

Responsibilities:-

Management Responsibilities

- Undertake responsibility for a particular project or area of practice with a whole School theme to be determined by the Headteacher.
- Liaise between managers/teaching staff and support staff
- Hold regular meetings with year group tutors
- Hold regular meetings with relevant teaching and support staff

Whole School Responsibilities

- be aware of, and comply with, policies and procedures relating to child protection, health, safety and security,
- confidentiality and data protection, reporting all concerns to an appropriate person
- be aware of and support difference and ensure equal opportunities for all
- contribute to the overall ethos/work/aims of the school
- 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.

Person Specification – Link Worker			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	To supply the highest level of childcare at all times in line with Children's Services policies & procedures.	E	A I
	To ensure the smooth running of the setting at all times.	E	A I
	Able to deal with information sensitively and confidentially	E	A I
	Relevant child care qualification	E	A I
	Ability to write good quality professional reports and effective recording skills	E	A I
	Excellent organisational skills	E	A I
	Observational skills	E	A I
	Experience of working proactively with families to achieve positives outcomes	E	A I
	Ability to work effectively in partnership with colleagues and professionals across a wide spectrum	E	A I
	Excellent oral and written communication skills	E	A I
	Ability to embrace new skills	E	A I
	Ability to relate to teachers, other professionals, parents and students	E	A I
	Ability to work as a member of a team and on own initiative	E	A I
	An understanding of social exclusion	E	A I
Qualifications and Training	Current NVQ level 2 in English and Maths or equivalent <u>and</u> NVQ level 4 or degree equivalent in relevant discipline/job role	E	A
	Further Professional training.	D	A
	Group facilitation skills.	D	A
Experience	Experience of working holistically with children, families and young people.	E	A I
	Experience in delivering parenting programmes.	E	A I
	Experience of working with children in need within the context of the Children Act 2004	E	A I
	Experience of working in a multi-disciplinary environment.	E	A I
	Experience of working towards specific targets/ outcomes/ performance indicators	E	A I
	Experience of working with children within a childcare or group setting	E	A I
	Experience of working as part of a team/partnership working	E	A I
	Experience of direct work with children and families in disadvantaged areas	E	A I
Disposition	Able to work on own initiative and as part of a team within minimal supervision.	E	I
	Able to empower parents in an appropriate way.	E	A I
	A friendly, positive and flexible approach	E	A I
Conditions of Service			

National Joint Council

Signature of post holder _____ Date ____ / ____ / ____

Signature of headteacher _____ Date ____ / ____ / ____

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

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.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.