

# Job Description and Person Specification

## **Role**

Assistant Year Team Leader  
Beckfoot Trust  
Salary/Grade: Band 7  
Reporting to: Head of Year / SLT

# JOB DESCRIPTION

## Corporate Responsibilities

- Support the Year Team Leader to raise standards of behaviour, attitude to learn, ambition and aspiration across the year group they support, helping pupils to overcome barriers to learning and supporting pupils to achieve top 10% outcomes in a remarkable learning environment
- Adhere to the principles of alignment in the One Trust Contract
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust.
- Contribute to a culture of relentless improvement, where feedback is a gift
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff)
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Be accountable to and carry out any reasonable request from the Headteacher / Line Manager

This role involves engaging with pupils in regulated activity relevant to children.

## Key Duties and Responsibilities

- Support the Year Team Leader with the leadership of one year group, providing relevant feedback as required
- Support with organising, delivering and evaluating a range of interventions and enrichment activities / programmes, providing encouragement, mentoring, guidance and welfare support for pupils
- To support with the pastoral care of students and attend to pupils' personal needs and provide advice to assist in their social, mental, health and hygiene development in conjunction with the Well Being Team and attendance team
- Work proactively with the Year Team Leader and other colleagues to assess the needs of pupils and provide accurate, detailed, and constructive feedback and guidance to colleagues and pupils, contributing to lesson planning and supporting pupil progress
- Work closely in partnership with teachers and subject leaders to track and monitor pupils, recording and reporting on progress, achievement and development through analysis of data to the Year Team Leader, Well Being or attendance teams if need be
- Set challenging expectations whilst promoting self-esteem and encouraging pupils to act independently as appropriate, recognising achievement
- Promote positive values, attitudes and behaviour, maintaining a purposeful and supportive learning environment
- Recognise and provide opportunities to further promote and reinforce the inclusion, acceptance, and integration of all pupils
- Support the Year Team Leader to devise and implement effective management strategies, be highly visible, supporting pupils to positively interact and work cooperatively, dealing with incidents and reporting where appropriate in line with school policy
- Support with the behaviour systems ensuring that there is consistency of approach in dealing with concerns.
- Support the Year Team Leader in the development, implementation and monitoring of systems relating to attendance and integration, such as registration, truancy, and pastoral systems
- Contribute to the delivery of alternative timetables for pupils who require intervention or additional support.
- Develop constructive relationships with pupils, families and other professionals, exchanging information, facilitating support for pupil welfare and progress through home to school and community links.
- Participate in extracurricular /enrichment activities, such as outings, social activities, and sporting events to enhance learning and engagement
- Work with the Year Team Leader to increase family engagement at events
- Assist with the supervision and welfare of pupils, contributing to effective behaviour management in school
- Provide administrative and organisational support for the teacher / department, e.g. organising assemblies, celebration events
- Maintain accurate records using relevant systems in line with policy and records management procedures
- Attend meetings and undertake duties as required in line with Trust / school calendar
- Contribute to the development of systems and procedures in the department, support the life of the school and work within the overall aims and objectives of the school

## Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain excellent service delivery and knowledge in role
- Seek feedback and act on it to improve performance within and beyond coaching and appraisal opportunities
- Actively engage in the school coaching offer and appraisal process
- Under-go regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

# JOB DESCRIPTION

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## **Advanced Threshold Fluency Duty Required:**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy, and the correct use of standard English in school.

**Date: October 2023**

*This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.*

*Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.*

# PERSON SPECIFICATION

## Assistant Year Team Leader

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> <li>• Minimum of five GCSE (A-C/ 4+) including English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2.</li> <li>• Relevant qualification or equivalent experience at Level 3 (e.g. NVQ, GNVQ etc.)</li> <li>• Evidence of relevant CPD activities</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Recent and successful experience in a relevant setting</li> <li>• Experience of working with children with a range of abilities and needs</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with social / youth work</li> <li>• Working in an area of high deprivation</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Knowledge, Skills and Ability	<ul style="list-style-type: none"> <li>• Ability to form constructive relationships and work effectively with children and adults.</li> <li>• Understanding of child development and ability to motivate and inspire pupils</li> <li>• Ability to resolve conflict</li> <li>• Excellent behaviour management skills</li> <li>• Understand varying needs of pupils and how to overcome barriers to learning</li> <li>• Understanding of SEND</li> <li>• Good analytical skills</li> <li>• Strong planning and organisational skills</li> <li>• Work constructively as a part of a team</li> <li>• Excellent communication and interpersonal skills</li> <li>• Able to use IT and relevant software effectively</li> <li>• Thorough working knowledge of relevant policies and guidance and safeguarding legislation</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Character/ Values	<ul style="list-style-type: none"> <li>• High commitment to safeguarding and promoting the welfare of children</li> <li>• A passion for education and a deep-felt desire to make a difference for young people</li> <li>• Commitment to the Trust agenda for inclusion, diversity and equality</li> <li>• Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Understand the importance of work/ life balance</li> <li>• Resilient, flexible and hardworking</li> <li>• Interest in the Trust's wider role in the community</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>

# PERSON SPECIFICATION

	Essential Requirements	Desirable Requirements	How Identified
	<ul style="list-style-type: none"> <li>Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know'</li> <li>Emotionally intelligent: know when to direct and when to challenge</li> <li>Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example</li> </ul>		
Personal Circumstances	<ul style="list-style-type: none"> <li>Legally entitled to work in the UK</li> <li>Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010</li> <li>Flexibility to support out of hours activity on occasion</li> </ul>		<ul style="list-style-type: none"> <li>References</li> <li>Interview</li> </ul>