

# Student Support Leader (Assistant Head of Year)

Salary: Band 8 SCP17-22

Hours: 37 hours per week TTO + 5 days

## Job Description

### Purpose of the Post

To work alongside the Head of Year as an Assistant Head of Year to a specified year group. Post holders will have a range of pastoral responsibilities outlined below and form part of a wider pastoral team.

### Main duties and responsibilities

- Work with pupils across the full age and ability range, aiming always for the highest possible standards of pupil achievement, personal development and well-being.
- Develop and foster links with the school's partners, stakeholders and other outside agencies.
- Support the vision and values of the school
- Act as a role model to students
- Put the well-being, development and progress of students first
- Demonstrate respect for diversity and promote equality
- Work effectively as part of whole-school teams
- Cooperate professionally with other colleagues
- Take responsibility for maintaining the quality of teaching practice
- Help students to become confident and successful learners
- Strive to establish productive and supportive partnerships with parents/carers
- Demonstrate honesty, integrity and uphold public trust and confidence in the teaching profession
- Promote and be committed to the aims, objectives and values of Parkside School

### 1) Support for Students:

- Work alongside Head of Year to deliver an attainment focused quality framework for pastoral provision within each year group.
- Attend to pupils' personal needs and provide support to assist in their social, health and hygiene development.
- Provide proactive student needs assessments to identify those students requiring additional support.
- Work closely with form teachers and mentors on delivering support plans to improve student behaviour, attendance, attitude and attainment potential.
- Provide support for distressed pupils and provide one to one engagement with them where necessary.
- Take a lead role in managing the transfer of pupils across phases and transition.
- Provide information and advice to enable pupils to make their right choices about their learning, behaviour and attendance.
- Provide feedback to students in relation to their progress, achievement, behaviour and attendance etc.

- Monitor attendance sheets on a weekly basis and follow up with individual students and staff.
- To work with the 'pastoral manager' to promote involvement in the student council and work with members of the student council to support their initiatives.
- Safeguard students through Parkside's safeguarding and child protections procedures

### **2) Support for the Teacher:**

- Manage liaison with feeder schools and other relevant bodies to gather student information.
- Support student's access to learning using appropriate strategies and resources.
- Monitor and evaluate students on Action Plans through observation and planned recording.
- Provide objective and accurate student achievement feedback to other staff, as required.
- Manage record keeping systems and processes.
- Develop constructive relationships with parents and carers, exchanging information, facilitating their support for their child's attendance, access and learning.
- Delivering the relevant admin support for the Progress Leader in support of the pastoral goals
- To work with the Head of Year and pastoral staff to address issues for students. This will include meeting with and liaising with parents and carers.
- To liaise with the SENCO and other in school teams in support of the goals of the pastoral function.

### **3) Support for the School:**

- Comply with the policies and procedures relating to child protection, health, safety and security, confidentiality, data protection, reporting all concerns to appropriate person.
- Be aware of and support the difference and ensure that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall aims and ethos of the school
- Attend and participate in regular meetings
- Participate in training and other learning activities as required.
- To consolidate, uphold and contribute to the School's Equal Rights Policies.
- To assist in organising and delivering parents meetings.
- To support and actively contribute to the school's discipline and rewards system.

## Employee Supervision: Head of Year

### Person Specification

Qualifications and experience		
	Essential	Desirable
<b>Education and Training</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>NVQ Level 4 or equivalent qualification or experience in relevant discipline.</li> <li>GCSE English and Maths (A-C) or equivalent eg. Adult Literacy/Numeracy at level 2.</li> </ul>	<ul style="list-style-type: none"> <li>Social work, youth work, counselling, teaching or mentoring qualification and or experience.</li> <li>Full understanding of the range of support services/providers available to schools and young people.</li> <li>Working knowledge of national curriculum and other relevant learning programmes</li> <li>Knowledge of safeguarding procedures for children and young people</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of communicating positively with others</li> <li>Experience of working as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>Experience working with children of relevant age, assisting in their development.</li> <li>Experience of working with support and subject staff.</li> <li>Experience of working with students with additional needs.</li> <li>Recent relevant experience of working with young people whose learning may have been impeded due to a range of circumstances.</li> <li>Recent and appropriate experience of enabling families/carers to access support agencies.</li> </ul>
Professional knowledge		
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Thorough knowledge and understanding of safeguarding children.</li> </ul>	
Professional skills		
	<ul style="list-style-type: none"> <li>Ability to respond calmly and pragmatically to different and varied situations</li> <li>Ability to plan effective actions for students at risk of underachieving.</li> <li>Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>Ability and willingness to utilise ICT</li> <li>Strong communication skills and the ability to relate to people at all levels</li> <li>Ability to apply highly effective behaviour management strategies</li> <li>Ability to demand the highest standards, using flair and creativity to engage, enthuse and challenge pupils of all abilities, needs and backgrounds</li> </ul>	

	<ul style="list-style-type: none"> <li>• Effective organisational, personal management, leadership and time management skills</li> <li>• Work independently and be a team player</li> <li>• Ability to identify existing and potential barriers to learning and engage in strategies to overcome these.</li> </ul>	
<b>Professional attributes</b>		
	<ul style="list-style-type: none"> <li>• Commitment to continuing own professional development</li> <li>• Commitment to support, mentor and coach colleagues in managing and evaluating change</li> <li>• Work in ways that promote equality of opportunity for all</li> <li>• Commitment to abide by and uphold the policies on Equal Opportunities, Health and Safety and Child Protection at Parkside</li> <li>• Self-awareness, empathy, managing feelings, motivation, social skills</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all</li> </ul>	Commitment to promote innovations that raise pupils' levels of attainment and progress

**Behaviours and expectations:**

All staff members are expected to adhere to and promote professional standards including the Trust and school code of conduct and values.

**General:**

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Head teacher and develop and promote high standards of professional conduct in school.

You will be expected to carry out your duties in line with the School's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, contract, induction, ongoing performance management and development through school communications.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, and your own professional development.

As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

17 January 2024