



Assistant Year Leader

Purpose of the Post:

- To promote positive behaviour across the college in accordance with our Behaviour Policy

Key Responsibilities:

- to ensure work is available for students in Student Support and support students to complete it
- to be responsible for setting detentions
- to be responsible for arranging off site isolation places
- to be responsible for taking statements from young people and summarising the incidents for further action
- to be responsible for phoning home to update parents on outcomes from investigations
- to ensure that all paperwork around daily incidents is recorded
- to produce daily wash-up notes and actions for escalation
- to be responsible for the systematic filing of all behaviour records
- to be responsible for sending formal letters to parents for isolation and suspensions as required
- to ensure re-integration plans are formally recorded on Edulink/SIMs
- to be responsible for running the missing registers reports as required
- to identify students who are missing from lessons and notify home as necessary
- to be capable of producing formal suspension paperwork
- to complete reduced hours provision returns to county as required
- to complete racist/violent/prejudicial incident returns to county as required
- to supervise students in the isolation room
- to work with students on specific interventions as directed by the Assistant Principal and Behaviour Manager

Experience

- demonstrable experience in maintaining the highest standards of office administration
- demonstrable experience of working with students to address specific needs for repeated behaviours
- demonstrable experience in supporting students with challenging behaviour of secondary school age
- experience of positive collaboration with students, parents, colleagues and external agencies

ASPIRE

ACHIEVEMENT * SUPPORT * PERSEVERANCE * INDIVIDUALITY * RESPECT * EXCELLENCE

- demonstrable experience in record keeping and report writing
- a commitment to the principles and practice of equal opportunities for all and to safeguarding the well-being of students
- a knowledge and understanding of current legislation relevant to secondary education
- of holding meetings with parents to agree next steps to support students both academically and pastorally
- demonstrable experience of improving outcomes for young people

Personal qualities and skills

- is able to remain calm but firm in challenging situations
- has a positive and enthusiastic manner which gains the confidence and respect of students, parents, colleagues and external agencies
- is able to manage students effectively and be resilient, adaptable and rigorous
- is able to have a keen eye for detail and the ability to follow actions through to a conclusion
- is able to communicate to a high standard both orally and in writing
- is highly competent in prioritisation and juggling a busy workload
- is punctual and has good attendance



ASSISTANT HOUSE PASTORAL LEADER

Experience, qualifications and skills:	Essential/ Desirable
English and Maths – minimum Grade C at GCSE level (or equivalent)	E
Degree or equivalent	D
Experience of working in an education setting	D
Good knowledge of child protection procedures and processes	D
Regular professional development	E
Experience of working with others in the wider community, particularly parents and other agencies	E
Experience of systems of monitoring, evaluation and review	E
Competent in the use of ICT	E
Experience of working in children’s services/educational welfare environment	D
Involvement in performance management	D
Knowledge of ‘Keeping Children Safe in Education’ and Prevent Strategy	D
People and relationships:	
Establishing constructive partnerships with other agencies	D
The ability to earn the confidence of the whole community	E
Personal qualities:	
A strong commitment to improving educational opportunities and raising standards of achievement	E
High expectations	E
Good interpersonal and listening skills, and a commitment to genuine consultation	E
Good and confident communication skills	E
A strong commitment to staff development, team working and empowerment	E
Fairness, resilience and a good sense of humour	E
Calm and reflective thinker	E
Sensitive problem solving skills	E
Ability to work independently and flexibly	E
A good team player and leader as necessary	E
Ability to prioritise and meet deadlines in a high pressure environment	E
Others:	
A passion for learning	E
Ability to identify young people’s issues and offer support as appropriate	E
Desire to improve inclusivity	E
Have due regard to health and safety including lone working in line with HCC, schools, Inclusion, SEN, policies and guidance	E