



## CREATING A CLIMATE FOR GREAT LEARNING, SUCCESS AND OPPORTUNITY

### JOB DESCRIPTION: Year Leader

<b>Allowances:</b>	<b>S01</b>
<b>Responsible to:</b>	<b>Key Stage Leader</b>
<b>Review Date:</b>	<b>December 2022</b>

#### **PURPOSE OF THE JOB:**

The post holder is responsible for overseeing the provision, monitoring and review of effective pastoral support systems aimed at ensuring that students obtain positive outcomes.

The post holder will be responsible for developing and implementing creative and effective strategies to meet the needs of identified students.

The role will act as a key link between the school, students and families and SLT/Extended leadership, this will include the organisation and delivery of internal and external key school events.

Work with the Key Stage Leaders and SLT to ensure the planning and delivery of an effective and supportive transition process, including excellent communication and follow up with students, parents/carers, internal and external partners.

To develop and implement targeted strategies to secure good progress and the positive welfare of disadvantaged students, and to measurably close the gap between the outcomes of disadvantaged students and their peers. This includes monitoring and evaluating the impact of a range of strategies using school data systems.

To develop and implement targeted strategies with identified students to secure good attendance, behaviour and attitude to learning. This includes monitoring and evaluating the impact of a range of strategies and providing clear and accurate information relating to attendance.

#### **The specific responsibilities include:**

- To work closely with the Key Stage Leader to ensure that all aspects of the Pastoral and Academic run efficiently and effectively and to support and deputise for the Key Stage Leader in their absence.
- To work as part of the Pastoral team to establish a Key Stage ethos which creates a climate for great learning, success and opportunity and establishes high expectations for student progress and behaviour.
- Liaise with the SLT to ensure positive experiences for all students, including leading internal and external key school events.
- Ensure effective provision of pastoral support to all students as directed by SLT, Key Stage Leader and SENCO



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- Liaise with Key Stage Leaders, Attendance Officer, SENCO and external agencies to develop, implement, monitor and evaluate effective student support packages to manage complex issues related to Health, Behaviour, Attendance, Progress or Early Help.
- Liaise with Key Stage Leaders, SENCO, parents/carers and external agencies to develop, implement and monitor effective Individual Behaviour Plans, Personal Support Plans, Positive handling plans and Individual Student Risk assessments. This may also include quality assurance and/or review of the Plans and assessments developed and delivered by others.
- Develop, deliver and evaluate specialised, targeted programmes for groups and individual students. This will include the use of data to identify targeted groups and measure the impact of support programmes.
- To act as a key link liaising with staff and SLT/Wider leadership regarding pupil behaviour, information sharing and progress, disseminating information to the team as appropriate.
- Working closely with the Key Stage Leader develop and implement agreed reward and recognition systems the year group, targeted groups and individuals, as appropriate.
- Contribute to the planning and delivery of meetings for targeted year groups and their parents/carers including overseeing any appropriate follow up actions.
- To support PSHCE and SRE delivery in school including 1:1 and small group work as well as the delivery of year group assemblies.
- To work with Key Stage Leaders to ensure positive relationships with parents/carers are developed and maintained in order to build effective and productive links between home and school ensuring effective communication.
- Oversee the development, delivery and evaluation of specialised, targeted programmes for groups and individual students working in partnership with Key Stage Leaders and the SENCO.
- Provide professional support and expertise to staff, students and mentors in relation to mentoring schemes.
- Liaise with internal and external colleagues and professionals to oversee the sourcing and delivery of appropriate alternative provision that meets the needs of students.
- Oversee work placement and enrichment provision for students, taking prompt and appropriate action to deal with any issues.
- Develop effective strategies in liaison with SLT, Extended Leadership and the Attendance Officer to improve punctuality and attendance including targeted strategies for attendance in relation to internal and external exams and assessments for high risk pupils.
- Develop effective strategies to identify and prevent students becoming NEET.
- Maintain and monitor effective behaviour recording systems, this will involve giving advice and support to colleagues in relation to appropriate recording of behaviour issues, analysis of behaviour patterns and follow up strategies.



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- Assist in the supervision, training and development of staff in relation to pastoral systems and behaviour management including the dissemination of specialist advice and training.
- Liaise with other schools and colleges to ensure the appropriate transfer of information and enable effective reporting, this will include behavioural information as well as liaising to ensure any Child Protection files are transferred.
- Maintain and monitor effective behaviour recording systems, involving giving advice and support to colleagues in relation to appropriate recording of behaviour issues and specific strategies for identified students.
- To collate and analyse pastoral data and create reports for ELT, SLT and Governors as appropriate.
- Support the effective development and supervision of systems in the isolation area, including providing isolation supervision as required and escalating any issues to the appropriate level.
- Contribute to the management and delivery of the detention system including preparation, supervision and follow up.
- Effective and appropriate management of student pastoral data to ensure accurate, comprehensive and confidential records are maintained in line with school systems and procedures. This will include file reviews and overseeing any appropriate follow up actions to ensure consistency of delivery and recording whilst maintaining the security and integrity of the data.
- Provide support to the wider pastoral team to facilitate the effective running of pastoral and isolation systems ensuring that students are provided with optimal opportunities for learning and assessment. This will include strategic planning and coaching to modify student behaviour so that students can be successfully reintegrated into mainstream classes. This may involve development and implementation of positive and creative strategies for disaffected students.
- Contribute to the safeguarding and wellbeing of all students.
- Provide appropriate supervision for students both in school and on visits, trips and out of school activities as required. This will include the organisation and supervision of detentions, isolation, student support and the pastoral area.
- Undertake any other reasonable duties at the request of the Headteacher or SLT

## **Additional Duties**

- To be First Aid trained and respond to requests for First Aid in line with the First Aid Policy.
- The post holder may be required from time to time to undertake additional lunch, break and after school duties as requested by SLT.
- The post holder may be required from time to time to assist with the invigilation and/or administration of internal and/or external assessments.



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- Support and promote the school's policies on diversity and equality of opportunity
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, ensuring all concerns are reported appropriately and in a timely manner.

## **VARIATION IN ROLE**

- Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post and following consultation with the post holder.

## **HEALTH & SAFETY**

- The post holder will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

**The School (and the Local Authority) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**



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KEY CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Maths and English GCSE at Grade C or equivalent.	Counselling Qualifications,  Experience/qualifications in Youth work/Education
EXPERIENCE	<p>Experience of working with children or young people with complex needs.</p> <p>Experience of complex / specialist behaviour management</p> <p>Experience of developing, reviewing and implementing IEP/IBPs, risk assessments, health care plans.</p> <p>Experience of providing specialist pastoral support students in the 11-16 age range.</p> <p>Experience of multi-agency working.</p> <p>Experience of leading a pastoral team.</p>	<p>Experience of delivering targeted specialist intervention in relation to pupils at risk of becoming NEET.</p> <p>Experience of leading on Early Help Plans</p> <p>Experience of leading events</p>
KNOWLEDGE	<p>Working knowledge of current theory and practice in relation to working with children and families with complex needs.</p> <p>Knowledge of safeguarding legislation and guidance.</p>	





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KEY CRITERIA	ESSENTIAL	DESIRABLE
SKILLS	<p>Good organisational skills</p> <p>Able to work effectively as part of a team</p> <p>Excellent interpersonal skills</p> <p>Excellent written and oral communication skills</p> <p>Negotiating/Influencing skills</p> <p>Able to use a variety of ICT packages effectively</p>	<p>Can demonstrate a flexible approach to problem solving.</p> <p>Can provide clear examples of staying calm under pressure.</p>

We are actively committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. All appointments will be made subject to an enhanced CRB disclosure.

We promote diversity and want a workforce, which reflects the population of Leeds.