**Deputy Year Leader**

**Job Purpose**

This is a non teaching role to work in liaison with Year leaders to provide targeted support to students to overcome specific barriers to learning and progress in order to ensure that all students can be successful in school

**Main Responsibilities**

* To work with Year Leaders by supporting individual students and groups of students, when issues affect their performance / attendance/ behaviour at school, particularly on issues such as social skills, anger management and self-esteem building.
* To keep detailed records of interventions and track students’ progress through measurable evaluations and liaison with Year leaders
* To work with Year Leaders in investigating breaches of school rules and behavioural expectations e.g. interviewing students, taking statements, and supporting restorative processes.
* To liaise with Year leaders, SENCOs, School counsellor and AHT Student Welfare to most effectively plan support/ intervention
* To maintain appropriate records and confidentiality.
* To be a member of the Child Protection safeguarding team
* Assist in the educational and social development of students by offering curriculum and pastoral support.
* To liaise with outside agencies, specifically CAMHS, Social services and the Police to access appropriate support and make referrals to appropriate agencies, particularly using the EHA and  TAF process.
* To build links with other agencies in order to ensure that they receive appropriate support and that good communication is achieved.
* To oversee outside agency visits to school to see students and to feed back information to relevant staff.
* To assist in providing information and support at times of transition such as year 6 to 7, 7 into 8, 8 into 9 etc as appropriate to each year group
* To offer support to parents/carers/families of students in liaison with the Year leader.
* This could be in the home, in school or other appropriate venues, or by phone.
* To promote close collaboration between families and school staff, encouraging and facilitating effective dialogue between parents and teachers about children’s progress.
* To take part in relevant training, professional development and supervision.
* To Support students placed in the withdrawal room or have been suspended with return to lessons
* To support students and families with persistent absence
* To support SSD by working with students who are struggling to go to their timetables
* To carry out other duties as may be reasonably assigned by the Deputy Year Leader
* To support students in the restorative part of R+R

**General Responsibilities**

* Follow school policies and procedures.
* The relevant professional standards apply for this post.

**Health & Safety**

You have specific responsibilities under Health & Safety legislation to ensure that you:

* Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
* Cooperate on all issues involving health and safety
* Use work items provided for you correctly, in accordance with training and instructions
* Do not interfere with or misuse anything provided for your health, safety or welfare
* Report any health and safety concerns to your line manager as soon as practicable

**Person Specification**

| **Criteria** | **Essential** | **Desirable** |
| --- | --- | --- |
| **Qualifications, Training and Experience** | * GCSE Maths and English grade C/4 or above | * Evidence of successfully working within a team * Working to support young people * Degree qualified but not essential |
| **Knowledge and Skills** | * Knowledge and understanding of current issues in relation to young person wellbeing * Awareness of current Child Protection and safeguarding procedures, including legislation, and mental health and well-being initiatives | * Experience of applying Child Protection and mental health and well-being initiatives * Experience of liaising with external agencies specifically CAMHS, Social Services |
| **Personal**  **Characteristics** | * Reliability, resilience with excellent interpersonal skills with the gravitas to liaise with pupils, parents and staff * Excellent communication skills, both written and oral * Excellent organisation skills – able to prioritise workload and competing demands * Self-motivated and goal driven, equally confident working along and with a team * Administrative efficiency * Good time management and administrative efficiency | * Ability to identify student and parent/carer needs quickly and deal with queries * Ability to inspire, challenge and motivate young people |
| **Safeguarding and Wellbeing** | * A commitment to safeguarding duty and promoting children’s wellbeing in accordance with school guidelines * A commitment to support the school culture which supports the mental health and wellbeing of all members of the community * To uphold and promote the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community | * Evidence of CPD undertaken in this area |

Matthew Arnold School is committed to safeguarding and promoting the welfare of children.  The

successful applicant will be subject to enhanced DBS checking.

*It is the responsibility of each member of staff to safeguard and promote the welfare of all young people he/she is responsible for, or comes into contact with, in the school.*