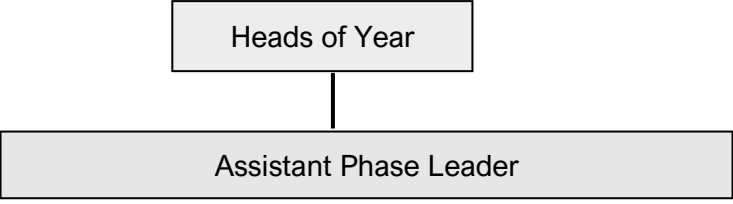




Job Description

Role	Assistant Phase Leader (non-teaching)	School/Department	Maiden Erlegh School in Reading
Grade	Grade 6	Reports to	Heads of Year
Job evaluation code	MER023	Date of evaluation	29 Jan 24
Purpose	To be responsible for raising attainment for all students in the relevant Key Stage and to contribute to whole school improvement by providing support to teaching Heads of Year, working closely with the pastoral and inclusion teams.		
Scope	Main contacts:	Staff responsibilities:	Financial accountability:
	students, staff, parents, Local Authority, and other external agencies	None	None
Key accountabilities	<ul style="list-style-type: none"> To support Heads of Year in assigned Key Stages, ensuring students are supported and progress is made both academically and pastorally. 		
Main duties and responsibilities	<p><u>Student Behaviour</u></p> <ul style="list-style-type: none"> Oversee and monitor low level behaviour concerns within selected year groups and support with appropriate actions; Support Heads of Year in monitoring students who are on report / IBP / PSP; Promote great behaviour across selected year groups by being a positive role model, setting high expectations and through proactive measures; To promote a positive ethos of learning through high expectations of all student interactions, conduct, behaviour, punctuality, uniform, equipment etc.; Identify and work with students at risk of disengagement, applying appropriate strategies and interventions; To support the school behaviour operations where necessary. <p><u>Attendance & Punctuality</u></p> <ul style="list-style-type: none"> Support Heads of Year and Attendance officer in monitoring students' attendance in selected year groups, with specific focus on students whose attendance is 96% - 90%; Liaise with Heads of Year and attendance officer to monitor and track attendance, identify patterns and address an issue impacting attendance; Monitor students' punctuality to school and lessons, communicating with Heads of Year & tutors to promote proactive measures to address poor punctuality; Communicate and meet with parents and students where appropriate to promote positive attendance and punctuality. <p><u>Student Welfare & Safeguarding</u></p> <ul style="list-style-type: none"> Take a proactive role in the welfare and pastoral care of students within selected year groups; Support Heads of Year and the safeguarding team where necessary, ensuring reporting of any concerns are done in line with policy and in a timely manner; Act as a cheerleader for students, promoting a positive and inclusive atmosphere; Support tutors, Heads of Year and year teams to provide outstanding pastoral support for all students; Liaise with external agencies as appropriate; Support the Heads of Year in maintaining positive communication with families and stakeholders. 		



Other requirements and responsibilities	Level of DBS required: Enhanced with Children's Barring list
Structure chart	 <pre>graph TD; A[Heads of Year] --- B[Assistant Phase Leader];</pre>



Person Specification

Role	Assistant Phase Leader (non teaching)	School/Department	Maiden Erlegh School in Reading
Grade		Job evaluation code	
Qualifications, training and education	<ul style="list-style-type: none"> NVQ Level 2 or equivalent. 		
Experience	<ul style="list-style-type: none"> Recent working experience within a pastoral environment 		
Skills and abilities	<ul style="list-style-type: none"> Ability to work with a team working environment and also able to work independently. Knowledge of the standard of work expected from students Ability to use ICT effectively to support learning Positive behaviour management Excellent communication and interpersonal skills A caring and positive attitude sensitive to student needs A sense of responsibility A good sense of humour Ability to use own initiative Confidentiality at all times Calm under pressure, adaptable and energetic Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others) 		
Requirements specific to the role	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.</p>		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Signed: Post holder	
Date:	