

## JOB DESCRIPTION

Employment Details	
Job Title	Year Leader
Reports to	Pastoral Manager
Salary Band	WHF NJC Grade N 23 to 28

### Safeguarding Commitment:

*The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.*

*This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.*

Purpose of the Role
<ul style="list-style-type: none"> <li>To lead a year group, being responsible for the delivery of pastoral care and ensuring excellent behaviour, attendance and safeguarding</li> <li>To liaise with parents, staff and external agencies in matters relating to the behaviour, attendance and safeguarding of children, being an integral part of the safeguarding team</li> <li>Ensure the excellent behaviour and conduct of all students in the year group.</li> </ul>

Responsibilities
------------------

#### Behaviour:

- Ensure exemplary uniform standards, proactive addressing any infringements
- Provide support for teachers and leaders in managing discipline and/or behaviour issues
- Compile recommendations and evidence for internal exclusions and suspensions.
- Assist with the managed move process, as required
- Be a visible presence around the school
- Participate in duty rotas (e.g. On Call, Refocus Room, break and lunch duties)
- Assist with and ensure the supervision of students outside of lesson times, internally and in the inclusion room, including before and after school.
- Ensure restorative justice procedures are organised and managed.

#### Attendance:

- Ensure the excellent attendance of all students in the year group
- Liaise with the attendance officer, parents and third parties to address persistent absence and ensure that attendance of vulnerable students is monitored.
- Lead the admission and induction process for new students and monitor their integration into school.
- Lead on strategies to improve student engagement and attendance.

#### Safeguarding and welfare:

- Be responsible for the welfare and safeguarding of all students in the year group.
- Ensure that incidences of bullying and/or discrimination are recorded, investigated and resolved appropriately.

- Work as an integral part of the safeguarding team, ensure that any safeguarding concerns are referred to the Designated Safeguarding Lead and resolved appropriately; discuss safeguarding concerns with Pastoral Manager and support with liaising with DSL/Deputy DSL to coordinate necessary action.
- Undertake relevant safeguarding training
- Ensure that support is offered to students with welfare problems.
- Ensure attendance at multi-agency meetings and ensure liaison with external agencies as necessary for students.

**Home-school liaison:**

- Build positive relationships with parents and carers, ensuring that regular contact is maintained with them, as required
- Hold and lead parent meetings, as required
- Conduct home visits as required
- Attend parent events and similar after-school events

**Student-level support:**

- Provide 1:1 mentoring and pastoral support to students, as required
- Liaise closely with other school staff to ensure that the pastoral needs of all students are met
- Attend and lead relevant meetings for individual students to ensure needs are met, liaising with relevant external agencies where required.
- Liaison with SENDCO for students with additional needs.
- Represent the school at external meetings where required.

**Personal development:**

- Lead, organise and support student events e.g. fundraising, trips, celebrations and extra-curricular activities.
- Lead weekly assemblies as required.

**Confidentiality:**

The postholder will respect the need for confidentiality at all times while performing this role.

**Health and Safety:**

The postholder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

**Flexibility:**

All staff within the TWHF Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

### Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

### Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

### General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

### Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

*This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.*

<b>Developed by:</b>		<b>Issue Date:</b>	
<b>Post Holder signature:</b>		<b>Signature Date:</b>	

## PERSON SPECIFICATION

### Qualifications and Training

Essential	Desirable
<ul style="list-style-type: none"> <li>At least 5 GCSEs at Grade C or above, including English and Maths</li> <li>First Aid certified or willingness to complete</li> </ul>	<ul style="list-style-type: none"> <li>Level 4 qualified or above or equivalent experience</li> <li>Demonstrates evidence of continued professional development</li> </ul>

### Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>Experience of working in a pastoral role with children</li> <li>Experience of working with parents and carers</li> <li>Able to build effective working relationships with staff, students and families</li> <li>Effective communication and interpersonal skills.</li> <li>Able to work under pressure and prioritise effectively</li> <li>Able to motivate all students and raise aspirations</li> <li>An absolute belief in the ability of every child to succeed</li> <li>A determination to maintain the highest of expectations for every child</li> <li>Patience and empathy</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school setting.</li> <li>Experience of working with external agencies</li> <li>Competent in the use of IT</li> <li>Able to use data to track, monitor, evaluate and measure impact.</li> </ul>

### Specialist Knowledge

Essential	Desirable
<ul style="list-style-type: none"> <li>Understanding of guidance and requirements around safeguarding and child protection</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of inclusion strategies within schools.</li> </ul>

### Personal Traits

The successful candidate will have:

- Appreciates the differences between people regardless of ability or background and treats peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times.
- Understands the boundaries of appropriate behaviour when working with children and young people and always acts in a way that respects these boundaries.
- Understands the principles of confidentiality and adheres to them in respect to the information available within the workplace.
- Values align with the ethos and culture of The White Horse Federation.