



**JOB DESCRIPTION**  
**YEAR LEAD – NON TEACHING**

**Salary Scale – Band 7 SCP 31**

Reporting to the Assistant Head Teacher.

**Overall Objectives of the Post:**

Working under guidance: provide support in addressing the needs of students who need particular help to overcome barriers to learning.

**Key Tasks of the Post:**

<b>Provide support and interventions to students. You will:</b>
Promote and foster a positive culture across the year group, leading by example.
To take responsibility for providing pastoral support to students, using positive relational practice.
Prioritise students' personal needs and provide advice to assist in their social, health & hygiene development.
Lead the year group promoting high standards across all aspects of school culture.
To take responsibility for initiating supportive provision for students with special needs.
Establish productive working relationships with families and students, acting as a role model.
Initiate and develop 1:1 mentoring arrangements with students and provide support for distressed students.
Take the lead in providing information and advice to enable students to make choices about their own learning/behaviour/attendance.
Lead, challenge and motivate students, promote and reinforce self-esteem.
Initiate feedback to students and parents/carers in relation to progress, achievement, behaviour, attendance etc.
Support lessons within your year group.
Be available to administer basic first aid as necessary
<b>You will provide support for the Key Stage Coordinator. You will:</b>
Liaise with other schools and other relevant bodies to gather student information.
Support students' access to learning using appropriate strategies, resources etc.
Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested.
Lead development and implementation of appropriate behaviour management strategies.

Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
Lead on the development, implementation and monitoring of systems relating to attendance and integration.
Admin support e.g., dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc., making phone calls etc.
<b>You will provide support for the curriculum. You will:</b>
Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning.
Ensure delivery of PSHE/RSE programme
Promote and support the school culture.
<b>You will provide support for the school. You will:</b>
Know and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
Lead any support students require and ensure all students have equal access to opportunities to learn and develop.
Contribute to the overall ethos/work/aims of the school.
Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
Lead attend and participate in regular meetings.
Participate in training and other learning activities as required.
Recognise own strengths and areas of expertise and use these to advise and support others.
Lead and supervise students on visits, trips and out of school activities as required.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

**PERSON SPECIFICATION**

**ASSISTANT YEAR LEAD – NON TEACHING**

We shall be looking for applicants who can fulfil the following criteria:

<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Educational Attainment</b>		
<ul style="list-style-type: none"> <li>● RQF 3 or equivalent qualification or experience in relevant discipline e.g., teaching assistant</li> <li>● Minimum of GCSE Pass 4 or above in English and Maths or equivalent</li> <li>● First Aid at work qualification or willingness to gain a First Aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>● Evidence of further training/Development</li> </ul>	<ul style="list-style-type: none"> <li>● Application form</li> <li>● Interview</li> <li>● Certificates</li> </ul>
<b>Work Experience</b>		
<ul style="list-style-type: none"> <li>● Experience of working with young people in an educational setting, with proven experience of understanding of monitoring behaviour, attendance and attainment</li> <li>● Experience and evidence of leading on advancing the knowledge and learning of students</li> <li>● Experience of working with or caring for children of a relevant age</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working with Children with Special Needs</li> </ul>	<ul style="list-style-type: none"> <li>● Application form</li> <li>● Interview</li> <li>● References</li> </ul>
<b>Knowledge / Skills /Aptitudes</b>		
<ul style="list-style-type: none"> <li>● Effective use of ICT to support learning</li> <li>● Use of other technology equipment – e.g., whiteboard</li> <li>● Understanding of relevant polices/codes of practice and awareness of relevant legislation</li> <li>● Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>● Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these roles</li> </ul>		<ul style="list-style-type: none"> <li>● Application form</li> <li>● Interview</li> <li>● References</li> </ul>
<b>Disposition</b>		
<ul style="list-style-type: none"> <li>● Ability to relate well to children and adults</li> <li>● Committed to the principals of equality and diversity</li> <li>● Flexible approach to work</li> <li>● Motivated and supportive of out of hours activities which support students and parents</li> </ul>	<ul style="list-style-type: none"> <li>● Open to innovation and new ways of thinking</li> </ul>	<ul style="list-style-type: none"> <li>● Interview</li> <li>● References</li> </ul>
<b>Circumstances</b>		
<ul style="list-style-type: none"> <li>● Excellent attendance and punctuality record</li> <li>● Enhanced clearance from the Disclosure and Barring Service</li> </ul>		<ul style="list-style-type: none"> <li>● Application form</li> <li>● Interview</li> <li>● Reference</li> <li>● DBS check</li> </ul>
<b>Safeguarding</b>		
The post holder will require an enhanced DBS		DBS check