Reports To: Head of Year

Why	**Job Summary** • To offer complementary support to the Head of Year on all pupil/parent issues.	
What	**Main Responsibilities** • To take responsibility for all aspects of pupil welfare, attendance, punctuality and home and primary links, if applicable. • To liaise with the Local Authority in terms of applications for places, the allocation of places, appeals against non-admission and the waiting list (Year 7 only). • To oversee, monitor and evaluate the quality and effectiveness of links with the previous year. • To monitor attendance and punctuality and to contact parents if rates drop below Academy standards. • To produce merit lists half-termly for pupils whose attendance/punctuality is excellent. • To manage, in liaison with the Head of Year, any minor discipline/behaviour issues where parents need to be informed and the identification of underperformance either academically or socially. • To work with the Head of Year to identify the appropriate set for each pupil. • To liaise with the SENCO for all pupils with special needs. • To oversee pupil welfare/child protection for all pupils in the year. • To liaise with the school nurse for all pupils in the year. • To manage the transition process from one year to the next. • To assist with in-year assessments. • To induct all new pupils who join the Academy in-year. • Any other duties deemed to be appropriate to the role.	

	Competencies	Personal Attributes (level expected when job is conducted to the required standard)
How	**Framework** *Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.*	Supports others to apply the Trust's ethos.
		Contribute effectively as a member of the Year Team.
		Contribute to the delivery of an assembly.
		Participate in residential and extra-curricular activities.
		Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.
		Participates in Health & Safety working teams.
		Encourage individual and collective responsibility.
		Participate in a whole academy initiative.
		Undertake a departmental responsibility.
	Development *Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.*	Take responsibility for cascading up to date knowledge and information about a particular areas.
		Embedding practice ensures highly effective professional contribution across the academy.
		Disciplined, tenacious and pragmatic.
		Give and receive effective feedback and act to improve personal performance.
	Leading *Providing direction to ensure that the resources are available to achieve results in the most effective way.*	Has a basic understanding of supervision / managerial and business principles.
		Consults widely and may provide direction to achieve results.
		Encourages openness and honesty.
		Does not apportion blame.
		Understands the impact and implications of projects/activities on own or others areas of the organisation.
		Fosters positive and productive relationships across the team in order to deliver.
		Sets clear objectives and checking for understanding.
	Task Management *Establishing appropriate courses of action for oneself and others to accomplish.*	Sets short term tasks (daily, weekly).
		Contributes to plans for change.
		Develops own effectiveness in role, adapting to changing prioritises.
	Communication *Providing direction to ensure that the resources are available to achieve results in the most effective way.*	Ensures communication has met its purpose.
		Presents complex information and concepts in a way that is simple and easy to understand.

	Problem Solving/Decision Making *Able to identify a potential problem, propose and assess solutions and decide upon a course of action.*	Creatively focuses upon solving the problem. using different techniques/ experience from other areas.		
		Responsible for proposing what decisions should be made within the team and what needs to be referred.		
		Collate, analyse and evaluate information within the scope of the role providing it for further analysis in a user-friendly format.		
		Deals with problems across departments to achieve resolution.		
Context	**Interfaces**	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.	
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.	
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.	
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.	
	Education, Qualifications and Experience (EQE)	**Essential:** Educated to GCSE grade C/4 (or equivalent) in English and mathematics Significant classroom experience as a Teaching Assistant, Learning Mentor or similar. Experience of liaising with parents and external agencies		
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.		
	Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.		

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.