



Clacton County High School

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Higher Expectations, Raising Aspirations, Transforming Lives

JOB DESCRIPTION

TITLE OF POST:	Assistant Year Manager (Pastoral Support Team)
LINE MANAGER:	Pastoral Leader
RESPONSIBLE TO:	Executive Headteacher/Head of School
SALARY GRADE:	Scale 5 (37 hours per week, term time only)

JOB PURPOSE:

As part of the school's pastoral team, to provide support for students by addressing the needs of children who require assistance in overcoming any barriers to learning to ensure they access the full curriculum in order to achieve their potential.

CORE REQUIREMENTS:

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in all stakeholders and colleagues.
- Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- Recognise the importance of confidentiality and uphold the requirements of the new GDPR legislation.
- To be an effective communicator with all stakeholders, visitors and external professional colleagues as required.

KEY SKILLS/RESPONSIBILITIES:

- To work with a range of students, giving priority to those who need the most help, especially those students at risk of exclusion from the mainstream school setting and/or experiencing multiple disadvantages.
- To be an initial point of contact for parents/carers developing positive and supportive home/school relationships.
- As part of the pastoral team structure, contribute to the provision and organisation of mentoring programmes to support progress and attainment.
- To provide support and structure through a consistent application of the school's Behaviour for Learning policy and ensure students meet the standards of school uniform requirements.
- To assist the year manager and pastoral leader in dealing with any day to day pastoral issues as they arise.

- As part of the pastoral team structure, to contribute to raising standards of learner attainment; support students to complete work set and help them focus in a structured, calm environment to facilitate a successful return to normal lessons.
- To share and support the school's responsibility to provide and monitor opportunities for students' personal and academic growth.
- To arrange for work to be set and collected for students who are unable to access lessons.
- To participate in personal professional development programmes as set out in the Twilight programme of CPD.
- To keep up to date with current educational developments and legislation affecting your area of responsibility.
- To support and monitor student engagement with sanctions, rewards and interventions, informing parents and liaising with other staff as required.
- To assist the year manager and attendance officer to follow up attendance and punctuality matters, contacting home or assisting at parental meetings as required both in and outside of school through home visits.
- To assist the year manager and pastoral leader in the monitoring of students' behaviour, attendance, progress.
- To deputise for the year manager in the event of any absence.
- To represent the school and attend relevant meetings with all stakeholders as required; including staff, parents or colleagues from outside agencies.
- To maintain student files and records of involvement. This includes logging of incidents and keeping records up to date using the appropriate MIS.
- To assist in break/lunch supervision as requested.
- To dispatch electronic communications e.g. texting, emailing and correspondence, to a professional standard and using correct etiquette.
- To ensure suitable and timely responses to answer all incoming requests for communication via the most appropriate means i.e. phone call, email or text.
- To help maintain the student archiving and uniform areas.
- To remain professional and calm in challenging circumstances.
- To provide any additional pastoral support to other areas as required.
- To undertake any additional duties as the executive headteacher/head of school may reasonably require.

The Local Governance Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the Sigma Trust's Code of Conduct and Leave of Absence policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the executive headteacher/head of school, Sigma Trust committee or the Local Governance Committee to carry out appropriate duties within the context of the job, skills and grade.

This job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher/Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:

Post Holder

Date:

Signed:

Line Manager

Date

Signed:

Executive Headteacher/Head of School

Date:

PERSON SPECIFICATION

Experience	<ul style="list-style-type: none">• Successful recent experience working with children of KS3 or 4 age.• The ability to follow programmes in order to raise student achievement across the full age and ability range.• Experience of dealing successfully and diplomatically with parents or community representatives.
Qualifications	<ul style="list-style-type: none">• Good general standard of education.
Knowledge & Skills	<ul style="list-style-type: none">• Excellent communication skills.• Literacy and Numeracy at a level in line with or above KS2 SATs.• The ability to implement, monitor and evaluate change.• Ability to apply behaviour management policies and strategies which contribute to a calm and purposeful learning environment.• The ability to work with colleagues on whole school initiatives.• The competence to liaise with outside agencies such as the Education Welfare Service, the police, youth support services.• Working knowledge of IT to support learning.
Aptitudes	<ul style="list-style-type: none">• The ability to work effectively under pressure and maintain self-motivation.• The aptitude to adapt to changing circumstances.• The ability to take initiative and accept responsibility.• The capacity to listen, empathise and resolve conflict.• The willingness to inspire and take an interest in the well-being and personal development of students.• Work effectively as part of a team and contribute to group thinking, planning etc.• Effective time management.• Build rapport with adults and children.• Follow instructions accurately, but ability to use own initiative and work independently.• Excellent communication skills with adults and children, verbally and in writing.• Motivate, inspire and have high expectations of students.• Ability to adapt quickly and effectively to changing circumstances/situations.• Committed to personal and professional development• Awareness of, and commitment to, equalities issues.