

Job Description

Directorate: Children's Services

Division; Schools

Post Title Year Coordinator [Welfare] KK391

Evaluation 496 Points **Grade: N6**

Responsible to Head Teacher

Responsible for N/A

Job Purpose To provide support to the Director of School to ensure that students within a cohort are supported academically, socially and emotionally in order to raise standards of learning and achievement:

- Leading learning – monitoring a variety of information and data to ensure appropriate placement and strategies for students in the cohort.
- Leading staff – to work with form tutors, members of support staff and multi-agency teams to ensure effective strategies are in place to enable students to fulfil their potential.
- Leading student provision and development – accountability for reviewing, planning and implementing strategies for students within the cohort including fostering positive relationships with parents/carers.

Leading student behaviour – lead the response to individual and groups of students through agreed criteria and suggested strategies through liaison and dissemination of best practice to develop and maintain high standards of behaviour and attendance.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Key Responsibilities:

Leading Learning

- To foster a climate of high expectation among staff and pupils.

- To work closely with the Director of School, Learning and Achievement Manager and outside agencies to develop and implement strategies to improve attendance and behaviour and to monitor and evaluate the effectiveness of those strategies.
- To work closely with the Director of School and Learning and Achievement Manager to ensure that students in the cohort are offered appropriate academic, social and emotional guidance, coaching and mentoring, in order to achieve expected outcomes.
- To work closely with the Director of School and Learning and Achievement Manager to coordinate procedures for recording and reporting on the progress, behaviour and attainment of students in the cohort.
- To have responsibility with the Learning and Achievement Manager for coordinating, recording and communicating the results of whole-school half-termly assessments.
- To ensure that whole School policies, including those related to Special Educational Needs are carried out.
- To reinforce targets as set within the School Improvement Plan and develop, implement and monitor within the cohort, strategies to meet those targets.
- To use behaviour monitoring data to monitor individual and cohort performance.

Leading Staff

- To provide appropriate learning materials and support for the relevant team of Form Tutors.
- To liaise with relevant support staff and multi-agencies to ensure that the individual needs of pupils are met eg EWS, Connexions, Student Support Managers.
- To oversee the Welfare of students in a particular cohort.
- To attend case conferences about individual pupils and lead the CAF process as appropriate.
- To support new and newly qualified staff with Welfare responsibilities.
- Identification and provision of Welfare training needs.
- To assist the Director of Learning in arranging parent/carers evenings.

Leading Student Provision and Development

- To supply relevant data for statistical returns.
- To maintain overview of duty teams in relevant areas of the building.
- To maintain effective pastoral records on all pupils within a particular cohort.

- To organise, coordinate and lead assemblies as required.
- To organise and lead relevant alternative curriculum initiatives as appropriate.
- To coordinate Student Voice representation within a particular cohort as required.
- To accept appropriate responsibility for Health and Safety procedures.

Leading Student Behaviour

- To maintain an orderly environment and acceptable standard of student behaviour in the cohort, throughout the school and community as appropriate.
- To work with individual pupils on matters of discipline and behaviour.
- To complete Exclusion Forms in consultation with the Director of School and Learning and Achievement Manager as required.
- In consultation with the Director of School and Learning and Achievement Manager, dealing with issues connected with bullying/racism/equal opportunities according to LA/School policy and ensuring that those are reported and that appropriate remedial action is taken.
- Responding to the local committees, enquiries and problems as required (Shopkeepers, Bus Companies, individuals etc.).
- Liaison with parent/carer over a range of issues regarding pupil welfare, progress and discipline.
- To promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.