



Christ the King College

JOB DESCRIPTION: Year Team Assistant

Date:	February 2024
Reporting to:	Pastoral Support Manager/Team Leader
Responsible for:	None
Salary:	NJC Scale 4, Point 7 to 11
Working Conditions:	37 hours/week; term time plus 5 days

Main Purpose of the Job

To provide pastoral care and support to students; support students, parents and staff on matters relating to the welfare of students.

To be the designated support to specific cohorts of students.

To work with staff and students to encourage acceptable standards of attendance, punctuality and behaviour in all aspects of school life.

To assist in keeping parents informed of students' welfare and respond as necessary to parental concerns.

Main Responsibilities

- Liaise with the Pastoral Support Manager on all Child Protection issues
- Implement and monitor systems that encourage acceptable standards of behaviour across the College.
- Support the Year Group Leader and Pastoral Support Manager in conducting investigations into behaviour incidents as required, ensure statements are taken and logged on SIMS. Liaise with SLT in determining appropriate course of action / sanction.
- Make contact with and assist others in making contact with parents to discuss student behaviour issues or student welfare concerns
- Mentor students as appropriate.
- Attend meetings with parents if required and as appropriate
- Assist the Year Group Leader in tackling underachievement by working in partnership with families to enable all children to have full access to educational opportunities and overcome barriers to learning
- Initiate and lead small intervention groups; facilitate restorative justice / mediations between students
- Support the on-call system, dealing with behaviour incidents and removing students from lessons if required
- Maintain effective links with appropriate agencies, attend multiagency meetings as required and make referrals as appropriate and under the guidance of the Pastoral Support Manager
- Assist in the monitoring of the behaviour of students; ensure appropriate records are kept and updated
- Maintain and update relevant student records on the College's MIS system and electronic filing system
- Accompany students on College trips and visits as required
- Assist with Cover Supervision during periods of high level of staff absences and where other cover options have been exhausted.



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JOB DESCRIPTION: Year Team Assistant

- **For KS3/4**, specifically support students during their transition from primary to secondary sector; support student in making their choices for their KS4 study programme; support students during their exams and in making their choices for further education or career pathways.
- **For KS5**, specifically support students during their transition to Sixth Form; support students during their exams and in making their choices for higher education or career pathways and in completing their UCAS applications.
- Coordinate the applications and allocation process for the discretionary Bursary Fund.

General Responsibilities/Organisational Effectiveness

- To undertake supervisory duties at breaks and lunchtimes
- To work collaboratively with other team colleagues as required.
- To work at all times in accordance with the mission, ethos and values of the College.
- To understand and adhere to College policies and procedures.
- To have knowledge of and act in accordance with Health and Safety, Safeguarding and Child Protection policies and procedures.
- To pursue personal and professional development required for the effective performance of the role.
- To set a good example in terms of personal presentation, attendance/punctuality and professional conduct to act as a role model to other staff and students.
- To always maintain confidentiality and discretion
- To attend meetings and other College events as appropriate
- To work as part of the College's support staff team and to provide support to and back-up cover for other team members as appropriate

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change.

The postholder may also have to carry out other duties as may be necessary from time to time as directed by the Line Manager or Headteacher, within the remit and skill set required for this post.