

**THE BISHOP OF WINCHESTER ACADEMY JOB
DESCRIPTION- SUPPORT STAFF**

**Section One General
information**

Post Title	Pastoral Year Leader
Post Holder:	
General Duties:	<p>All academy post-holders are expected to support the sponsors' vision, Christian ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.</p> <p>Purpose of the role:</p> <ul style="list-style-type: none"> • To be part of the Pastoral/Year Leadership Team • To manage day to day issues of student welfare and behaviour for the Year Group • To promote and contribute to the ethos of the academy enabling students to 'live life in all its fullness' (John 10:10). Supporting our students to live out our academy motto 'Sapere Aude' – Have the courage to be wise; and encouraging them to have 'High Expectations – No Excuses' in all that they strive to achieve. • To be instrumental in forming and sustaining relationships with parents and carers <p>Main responsibilities include:</p> <ul style="list-style-type: none"> • To assist the Head of Year for a designated year group(s) • To be a point of contact for students and parents, especially in relation to the day to day working of the academy's behaviour policy • To assist with ensuring there is a calm and purposeful environment in the academy, and creating a positive climate for learning • Ensuring that students enter the academy in full uniform, and if not, follow the agreed procedures • To prioritise the issues arising from contacts with students and parents to minimise the disruption to learning and to ensure that issues are dealt with efficiently and at the right level • To contribute to the climate of restorative justice within the academy <ul style="list-style-type: none"> • To respond to and lead on resolving relationship issues between students • To investigate incidents within the year group <ul style="list-style-type: none"> • Ensuring all issues relating to student safety (such as allegations of bullying)

are passed on to appropriate colleagues for further investigation as required

- Liaise with local community, including the Police
- Ensuring statements and records are accurately stored or passed to appropriate staff
- In liaison with the Head of Year, to evaluate the behaviour
- To ensure follow-up of students who do not respond to or fail to attend sanctions
- To facilitate weekly interventions for groups of students
 - Supporting successful achievement of targets and contributing to meetings/reports in relation to student progress alongside Mentor and Head of Year
- To support with the effective running of internal and external Alternative Provision
- To support anti-bullying activities with the year group, working with the Anti-bullying Lead and ambassadors
- To monitor student punctuality and assist with any consequence strategies
- To support the smooth running of the academy at break and lunch times and through the duty system
- To be responsible for co-ordinating the admission of students arriving mid-year and to the transition arrangements for new students to the year group
- To offer an administrative support to the Assistant Headteacher and Head of Year in relation to associated year group. This may include but is not limited to:
 - Attendance
 - Community contribution
 - School photographs
 - Daily/weekly report system
 - Monitoring of learner progress
 - Rewards
 - Presentation or information evenings
 - Organising meetings and appointments at request of Head of Year
 - Re-integration meetings
 - Preparation of statutory documentation and referrals
 - Completion of appropriate behaviour reports
- To enable lost property to be returned to its appropriate owner

	<p>Other</p> <ul style="list-style-type: none"> • To act as a good role model to students by demonstrating respect and responding appropriately through the interactions with students and adults • To undertake other administrative tasks, when requested, to provide a comprehensive support service to the academy • To act as an internal and external ambassador for the academy, promoting and ensuring all contacts are dealt with in an effective, efficient and friendly manner.
	<p>This job description is not necessarily a comprehensive definition of the combined posts. The posts will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. The job description is not necessarily a comprehensive definition of the post. It will be revised at least once a year, but may be subject to modification or amendment at any time after consultation with the holder of the post.</p>
Reporting to:	Academy Leadership Team, Head of Year
Responsible for:	Providing an effective support service to Head of Year for designated Year Group(s)
Liaising with:	Principal, Vice Principal, Leadership Team, Head of Administrative Services, Director of Finance, external agencies as appropriate, staff and students.
Nature of Contract:	Standard Terms and Conditions of Support Staff
Disclosure Level:	Enhanced

Section Two
Professional Duties and Responsibilities

Ethos	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.
Self Development	To continually seek development opportunities to improve personal performance Line Manager is advised of training needs. Development opportunities are sought/acted upon.
Attitude	To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile Positive/constructive feedback from parents/students/visitors/colleagues/supporters will evidence supportive attitudes Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
Policy promotion	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
Confidentiality	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed: _____

Date: _____

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.