

Job Description

Job Title: College Leader

Grade Band J (Points 26-29) (further details at Appendix 2)

Hours: 37 hours per week / 42 weeks per year (further details at Appendix 2)

Reporting to: Assistant Headteacher

Main Purpose:

The College Leader will be responsible for supporting the personal development, behaviour and welfare of all students.

Each College Leader will lead a team of tutors in delivering high quality pastoral care; lead and support other staff (teaching and support) in delivering the school behaviour policy and supporting the progress and achievement of all.

Key Responsibilities:

Behaviour

- Promote positive behaviour and attitude to learning within the College and across the school
- Lead a team of tutors and ensure high quality tutoring is evident across the College.
- Promote good behaviour and encourage other staff to have a “can do” attitude”.
- Promote the use of our “Preferred Behaviour Strategies” across the tutor team and the staff as a whole.
- Monitor the application of rewards and sanctions across the College and take action where a group is over/ underrepresented. Liaise with Progress Leaders and Curriculum Leaders as required
- Undertake investigations into misbehaviour and adopt a solution focused attitude to resolving incidents.
- Engage students and staff in a restorative justice conversation as and when required but always following a level4/5 incident.
- Lead the team of tutors to regularly scrutinise the behaviour data and have conversations with students around the positive and negative entries.
- Ensure the team of tutors adopts high standards of uniform and students are equip and ready to learn. Lead the tutor team in adopting the most effective use of the Blueprint Card.
- Place students on report and monitor as required (or ensure tutors do so)
- Collate work for students who are in BSR or excluded. Ensure this work is marked and feedback given.
- Contribute to supervision at lunchtime, BSR, on call duty
- Administer and supervise after school detention

Engagement

- Lead social skills groups with identified students
- Lead the team of tutors in delivering engaging tutor time activities that involve all students.
- Promote and monitor the uptake of extra-curricular activities. Take action where disadvantaged students are underrepresented.

- Develop positive relationships with parents, liaising with them over discipline/health and welfare issues. In particular develop positive working relationships with the parents of disadvantaged students. Liaise with them on behalf of other staff if that is in the student's best interests.
- Contribute to the development of a strategy on engaging hard to reach parents. Work with colleges to ensure this is realised.
- Signpost parents to external support agencies
- Liaise with admin team to place and support students who are new to the school
- Seek to remove barriers to learning where they are identified (liaise with Progress Leaders as required)
- Promote the engagement of all students in inter college competition, in the College Cup and celebrate success.
- Ensure students are provided with adequate support at transition points
- Liaise with the Curriculum Leader for SPHERE to ensure that arising issues are dealt with in the curriculum
- Contribute to a programme of delivering engaging and inspiring assemblies.
- Contribute to the organisation and delivery of celebration events both in school and as evening events.
- To be responsible for those students on ABP within College including placement visits, all appropriate progress and arrangement meetings and monitoring of progress and attendance
- Liaison with Parents/Carers /SWEP schools on all student alternative provision

Attendance

- In liaison with the Attendance Officer support families in ensuring high levels of attendance
- Liaise with Curriculum and Progress Leaders to remove barriers to attendance.
- Lead on strategies to ensure the high attendance of PP students. Be aware of best practice and ensure we adopt it.
- Follow the attendance policy and adopt the strategies indicated at each stage of attendance.
- Keep detailed notes on all meetings related to attendance.
- In liaison with the Attendance Officer conduct home visits as required.
- Monitor punctuality on a daily basis. Liaise with parents where there are issues and apply sanctions as required.
- Ensure tutors play an active part in ensuring good attendance and punctuality by monitoring rigorously and discussing with students and parents at every opportunity.

Welfare

- Represent the school at Early Help/Core and family support meetings
- Deal with welfare concerns (on MyConcern) on a daily basis. Liaise with the DSL as appropriate
- Promote Safeguarding, delivering aspects of training to staff as required.
- Liaise with school health / social care / police and other external agencies to support the welfare of all students.

General

- To be engaged on occasional emergency cover
- To act as On-Call / Duty Manager
- To provide BSR supervision
- To provide reports for SLT and Governors as requested.
- Attend out of hours events, such as Parents' Evenings and New Parents' Evenings
- Any other duties appropriate to the general nature and job weight of the role.
- Be willing to undergo Child Protection (CP) training and provide CP support as part of an in-school team, subject to time being available.

Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.

The post holder will also be expected to undertake any other tasks as reasonably required by the Headteacher or Governors to ensure the efficient and effective operation of the School.

Health and Safety

- This post involves dealing with students and visitors to the school, and responsibility for own health and safety and that of others will be of key importance
- The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the students.

General Entitlement to:

- A clear management line and access to the immediate line manager.
- An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

Requirements

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.

Notes

- Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

Appendix 1

Support Staff Management Posts

Strategic

Provide support for the management of the College Function, including:

1. Ensure the effectiveness of the function to maximise the positive impact on teaching and learning, student wellbeing and extended services provision
2. Establish standard operating procedures
3. Maximise efficiency
4. Develop and maintain an ongoing customer focus
5. Production of area development plans (as part of overall School Improvement Plan) including identification of needs, costs and prioritisation of works.
6. Ensure compliance with health and safety, safeguarding, data protection and other regulatory requirements
7. Develop and share good practice across the team and the school and into such partnerships as may be existing, or be appropriate for development, with other schools, businesses and other relevant bodies
8. Provide advice and guidance to partner and cluster schools and organisations within area of responsibility
9. Ensure effective procedures for the recruitment, appointment, induction, review and development of staff within your working area, in line with school policy and within overall guidance by HR
10. Develop and implement procedures to identify impact measures, evaluate the effectiveness of your responsibility area and feed directly into development planning.
11. Provide and act upon management information as required, by agreement with the Line Manager

Corporate

1. Be a member of the Support Staff Management Team to contribute to the leadership, management, development and effective operation of support services
2. Take a full and active part in the operational management of the school
3. Contribute to system leadership through purposeful collaboration with partner schools and other organisations
4. As a member of staff in a school that works in partnership with other organisations, contribute to the development and sharing of good practice into partnership with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
5. Be prepared to carry out staff duties, and be a presence round the school at key times and at key school events
6. As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

Working with Students

1. As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits
2. Be prepared to engage in elements of guidance or instruction to students in line with specific job role, area of interest or expertise.

Membership of Groups

1. As a senior member of support staff, membership of the Support Staff Management Team
2. In the event that a Health and Safety Committee is in force at the school, the post holder may be required to be member.

Appendix 2

College Leader

Terms and Conditions of Employment specific to the post

Working Hours

The post is for 37 hours per week. The actual timings will be by agreement with the line manager, in line with general school policy, based on 8.00am – 4.10pm, Monday – Thursday, 8.00am -3.40pm Friday. A lunch break of 40 minutes will be taken at a mutually agreed time, by agreement with the line manager. Where 6 hours or fewer are worked per day, it may be possible to omit the lunch break

Working weeks will be 42, comprised of 38 weeks of school term, plus one week staff learning days, plus 3 weeks paid to cover work additional workload for out of hours/safeguarding work with the expectation that College Leaders will work two days in the summer holidays should the Summer School be in operation.

There is not usually specific provision for overtime payment for more senior staff posts which are graded at Band I or above. However, where significant and sustained additional hours are required in pursuit of a specific agreed development, agreement will be made to allow some time in lieu to be taken at a mutually convenient time or, occasionally, for an element of payment to be made.

Holidays

- a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
- b) All holidays are deemed to be taken within school holidays.
- c) The allocation of holidays against which pro-rata payment is made is 23 days for new entrants to schools, academies or local government. 28 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

Other Benefits

- Free car parking (subject to availability)
- Wellbeing employee assistance programme
- Free lunch if undertaking a lunchtime staff duty (40 minutes)
- Contributory pension scheme

Remuneration

Salary for a full-time post at Band J (points 26-29) is within the range £38,510 to £41,177, starting point depending on experience and qualifications.

Actual salary based on hours and weeks worked is £35,925.38 to £39,284.44 subject to any continuous service, plus an out of hours/safeguarding allowance of £1,064.77 per annum.

The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.

This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an Enhanced DBS and requires a children's barred list check.