



**Waverley School**  
**Part of Waverley Education Foundation Trust**

**JOB DESCRIPTION**

**Name:**

**Job Title:**

**Scale:**

**CORE PURPOSE**

- To enable all students in a specific year group to engage in education by providing leadership and support for student welfare, behavioural and attendance issues.
- Work with staff, parents/carers and students to address barriers to learning.
- Implement safeguarding procedures as a designated safeguarding lead (DSL).
- To develop and enhance the pastoral practice of others.
- To be accountable for leading, managing and developing the team of tutors and other staff associated the year group.

**OVERALL RESPONSIBILITIES WITHIN A DESIGNATED YEAR GROUP**

- Support the Achievement Co-ordinator for the year group to improve behaviour and standards across the year group, intervening appropriately by utilising internal and external support in line with the school behaviour policy.
- Report to the Achievement Co-ordinator for the year group, providing regular reports on the performance of the year group with respect to attendance, behaviour, and safeguarding.
- Be accountable for the behaviour and wellbeing of students within the designated year group.
- Provide behaviour support for staff, including responding to requests for support from colleagues.
- Promote the role of rewards within the year group, providing opportunities to celebrate the successes of our students.
- Assist the Achievement Co-ordinator for the year group to monitor attendance and punctuality in a year group and take appropriate action to improve attendance and punctuality.
- Co-ordinate and lead on events for the year group, including, but not limited to, student leadership, parent's evenings, prom and transition.
- Responsible for promoting the safeguarding and welfare of all children.
- Act as first point of contact for parents within a year group, responding to issues for behaviour, attendance, and safeguarding.
- Build positive relationships with parents/carers to encourage family involvement in their child's behaviour and attendance.
- Deliver and support assemblies for the year group.
- Liaise with outside agencies, including social care, police, and other schools as and when required.
- To be a positive role model for students, staff, parents and carers.
- To be responsible for the running of examinations for the year group in conjunction with the member of staff leading exams.

- Develop effective links with partner schools within the community.
- Attend school open evenings, celebration events, and community events where necessary, especially those that are particular to the designated year group.
- To be responsible for the organisation of parents' evening for the year group
- Liaise and collaborate with other members of the pastoral team to ensure consistent standards across all year groups.

### **STUDENT WELLBEING SUPPORT**

- Identify strategies to help overcome individual students' barriers to learning.
- Use systems to monitor the behaviour who are on targeted interventions.
- Co-ordinate the development of students' support plans and review ongoing progress towards set goals.
- Manage the transition of new students arriving or existing students returning to school, putting the necessary support in place to overcome any barriers to learning.
- Promote high standards of behaviour and consistently implement the school's behaviour policy.
- Attend internal and external meetings related to student wellbeing, for example reviews of managed move placements or placements within alternative provision.
- Conduct home visits for students as and when required in line with the school's procedures.

### **STAFF SUPPORT**

- Liaise with teaching staff to support monitoring activities on individual students' behaviour.
- Work with the attendance officer to monitor and implement strategies to improve the attendance of students who are on targeted interventions.
- Work with the SENCO to identify students in need of additional support and to develop individual support plans.
- Lead meetings with form tutor teams as and when required.
- To assist and collaborate with other members of the pastoral team as and when required to ensure consistent standards and provide ongoing support in the event of a colleague's absence.

### **ADMINISTRATION**

- Maintain accurate records of interventions and relevant meetings.
- Complete relevant paperwork required by external agencies.
- Maintain accurate records for safeguarding incidences, including actions taken and communications with relevant third parties.
- Prepare and collate evidence of interventions and support for individual students as required.
- Attend and contribute to meetings with leaders and staff as and when required.
- Ensure that individual student files are accurate and up to date.
- To prepare paperwork for behaviour panel meetings, suspension meetings, and permanent exclusion meetings when required.
- To ensure all safeguarding information/referrals are reported and collated in line with the school's procedures.

### **SAFEGUARDING**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the Lead DSL to promote the best interests of students, including sharing concerns where necessary.
- Act as a support DSL taking responsibility for cases within the year group.
- Assist the Achievement Co-Ordinator responsible for the year group
- to develop and enhance safeguarding practices within the school, including leading on proactive measures to address concerns within the year group.
- Promote the safeguarding of all students in the school.

- Attend internal and external safeguarding briefings as and when required.

### **HEALTH AND SAFETY**

- Undergo basic first aid training and update courses where required.
- Be aware of the responsibility for personal health, safety, and welfare and that of others who may be affected by your actions or inactions.
- To ensure all tasks are carried out with due regard to health and safety.
- Have responsibility for promoting and safeguarding the welfare of children and young people.
- Undergo positive handling training as and when required.

### **CONTINUING PROFESSIONAL DEVELOPMENT – PERSONAL**

- To undertake appropriate professional development including adhering to the appraisal process.
- Undertake any necessary professional development as identified in the School Improvement Plan, taking full advantage of any relevant training and opportunities for development.
- Maintain a professional portfolio of evidence to support the appraisal process including evaluating and improving own practice.
- To keep up to date with national developments in pastoral care in terms of practice and methodology.

### **LINE MANAGER**

The post holder will be responsible to an Achievement Co-ordinator leading the year group, and then the Assistant Principal for Behaviour.

### **ADDITIONAL NOTES**

This job description may be subject to review, after consultation, at the request of the Principal or the post holder.

Signed: \_\_\_\_\_ (Principal)

\_\_\_\_\_ (Post holder)

\_\_\_\_\_ (Date)

**Waverley Education Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.**

**April 2026**