Example Job Description

**Year 12 Co-ordinator**

Grade: Equivalent to a (NQT) Pastoral Lead

Responsible for: Allocated Teaching Assistants

Reporting to: Head of Sixth Form / Deputy Head Teacher

Purpose of the role

**The role of the Year 12 Co-ordinator is to support the daily organisation and operation of the Year 12 provision within the School.**

**To provide support for students, teachers and parents through assisting with planning, monitoring mentoring and supporting students in their welfare and to become independent learners**

**To manage the administration of a shared delivery model and support students in all aspects of their 16-19 Study Programmes.**

Main Duties

Co-ordinating provision

1. Work in partnership with SLT to develop effective strategies for the organisation and operation of the new provision
2. To develop an Induction Pack for students and parents regarding the operation and expectations of the Year 12 provision
3. To work with partner colleges and providers to develop appropriate recording and reporting protocols for attendance and attainment
4. To communicate organisational matters to all stakeholders using appropriate media and at agreed and regular intervals
5. To promote and co-ordinate events pertinent to the function of the provision

Planning

1. Work in partnership with teachers to plan, prepare and deliver lessons relevant to student’s study programme and off-site vocational pathway.
2. Contribute to the planning of opportunities for students to learn in other settings.

Teaching and Learning

1. Ensure all students have equal access to opportunities to learn and develop.
2. To facilitate intervention programmes and group work as appropriate.
3. Use behaviour management strategies, in line with the school’s policy and procedures,

to contribute to a purposeful learning environment and encourage students to interact and

work co-operatively with others.

1. Provide verbal and written feedback on student responses to learning activities, attainment and behaviour.
2. Ensure regular contact and feedback from partner providers on student’s progress and attainment
3. Support the role of parents in the student’s learning through providing constructive feedback on progress, attainment and behaviour, maintaining sensitivity and confidentiality at all times.
4. Contribute to/lead meetings with relevant stakeholders to support development and progression of students.

Monitoring and Assessment

1. Evaluate students’ progress with teachers through a range of assessment activities.
2. Assess students’ responses to learning tasks and where appropriate, modify methods to

meet individual and/or group needs.

1. Monitor students’ participation and progress and provide constructive feedback to students in relation to their progress and achievement and through maintaining and analysing records of student progress
2. Liaise with partner provider

Mentoring, Supervision and Development

1. Offer mentoring support and guidance for students with aspects of the study programme and their personal welfare.
2. Guide and support students in seeking advice and help from other agencies if and when required
3. Supervise and support other less experienced teaching assistants’ work in the classroom when required and lead training for other teaching assistants.
4. Contribute to the overall ethos, work, aims of the Year 12 provision by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.
5. Further develop role and the success of the Year 12 provision through accessing relevant training and personal development programmes as part of school’s Professional Development Programme

Behavioural and Pastoral

1. Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
2. Continue to use and develop the school’s Restorative Justice approaches in resolving instances of conflict and to support the behavioural and emotional development of the students
3. Understand and implement school child protection procedures and comply with legal responsibilities.
4. Assist in maintaining good discipline of students within the Year 12 provision and throughout the school and escort and supervise students on planned visits and journeys.
5. Support students with transition and organisational strategies to ensure students cope with their dual-site study programme.
6. Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for the student’s attendance, access and learning, and supporting home to school, home to college/provider and wider community links.

Other

1. To Liaise with outside professionals and support agencies
2. Any other duties required by the class teacher, Deputy Head teacher, or the Head teacher which is in the scope of the post.
3. To work within and encourage the school’s Equal Opportunity policy and contribute to diversity policies