



UK year of
service



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School Service Leader – City Year UK – Job Description

*We are delighted to partner with **UK Year of Service** to offer meaningful employment to the next generation. UK Year of Service placements offer paid work that pays back. By joining this programme, you'll become part of a member network across the country; all working to gain experience, develop skills and deliver a positive social impact. Find out more here:*

<https://www.ukyear.com/>

Start Date: 15th April 2024

Purpose

City Year UK is seeking to appoint 18-24 year-olds who are not in education, training or employment to the role of School Service Leader to work as part of the UK Year of Service programme.

The purpose of the School Service Leader role is to provide support to pupils in schools with their social and emotional achievement, with a particular focus on key stage 2 in primaries, and key stage 4 in secondaries.

Training will be provided to all successful candidates to ensure you have the skills and expertise to support school-based interventions. A significant proportion of working time will be dedicated to **professional development and career growth**. This may involve formal qualifications or informal development, which candidates will be expected to contribute to during their working hours.

Relationships

- School Service Leaders could be working closely with a team of 5-7 full-time City Year mentors or other School Service Leaders
- They report to an Impact Officer, who is typically based alongside them in their school two days a week, providing line management support
- They support with building great relationships with colleagues, school staff and pupils

Primary Responsibilities

Depending on the needs of your school and team, you will undertake one or more of the following:



1. Delivering interventions to pupils

The School Service Leaders will focus the first half of their placement on helping KS2 or KS4 pupils get or remain on track, by providing a range of targeted **interventions**; including

1. delivering behaviour & attendance coaching,
2. encouraging pupil engagement and social development to promote a positive learning environment

They will provide high-quality mentoring **interventions** to advance student success in

1. attendance,
2. behaviour,
3. Social Emotional Learning (SEL) performance

Activities include:

- Build meaningful and trusting relationships with a targeted list of up to 5-10 pupils.
- Collaborating with teacher(s) to provide whole-class support;
- Provide at least one meaningful intervention for each targeted pupil each week;
- Help encourage attendance and punctuality and model good behaviour;
- Supporting and/or facilitating after-school enrichment or academic programming with teammates;

2. Maintaining a strong relationship with the school

Help your Impact Officer (line manager) to maintain a successful school relationship and ensure prompt and accurate data collection

- Help ensure City Year delivers the daily tasks as agreed with the school or assigned by the Impact Officer;
- Maintain a good relationship with staff in the school;
- Assist the Impact Officer in recording the team's work daily and ensure that our database (and other relevant tools) are kept updated with full and accurate information;
- Use key performance indicators to help your team plan their work; and
- Assist as required with writing impact reports.

3. Assisting with the support of City Year mentors

The second half of the placement will require carrying out the duties outlined in (1) and (2) and also assisting with the management & support of a team of mentors who are volunteering with City Year UK. The activities will include:

- Model and uphold City Year's high standards for all team members;
- Serve as an effective role model to City Year mentors & provide supervision and support with daily activities;
- Help acclimate mentors into the school and support relationship-building with pupils & teachers;



- Monitor achievements of the team by recording their weekly activities in our management information system; and
- Use **coaching techniques (as developed during training)**, and demonstrate best practices to support mentors and make your Impact Officer aware of ongoing issues;
- Support the delivery of Friday **leadership** and **careers development** sessions facilitating some of those sessions where appropriate;
- Encourage your team to take up opportunities for personal development.
- Assist as required with mentors Personal Development Plans (PDPs)

Note: The primary responsibilities outlined above may vary for each placement, depending on factors such as the partner schools' requirements and the number of School Service leaders within a team. While most School Service Leader roles will encompass most of the duties above, there may be variations in actual duties and deployment for individuals on a case-by-case basis.

Person specification

Knowledge:

1. Strong commitment to City Year's mission and values
2. Willingness to learn and apply the City Year model and culture

People Skills:

3. Communicates and connects with others in consistent, positive and meaningful ways
4. Holds space that nurtures inclusion and belonging
5. Sees positivity in others, and has a passion for raising aspirations
6. Shares the reasons behind plans/decisions, and helps in creating understanding and significance

Understand of Context:

7. Collaborates towards a common purpose with a deep sense of ownership
8. Effectively prioritises and organises to deliver results

Understanding of Self:

9. Seeks out opportunities for self-improvement
10. Models authenticity

Eligibility Criteria

- **Must be based in the North West, with the ability to travel daily to Greater Manchester / Liverpool**
- **Must be aged 18-24 (candidates who turn 25 between March - December 2024 will not be eligible)**
- **Must have not been in Education, Employment or Training within the last six months.**

Duration: 15th April - January 2025 (with possible extension to March 2025)

Locations: North West; Tameside, TBC. From Monday to Thursday you will be based in our



partner school supporting the programme delivery, on Fridays you will be based at our training centre to support learning and development activities.

Remuneration: £21,840 per annum

Hours: 35 hours per week, from Monday to Friday.

Contract: Fixed-term for 9 months, with possible extension to 12 months

Training: a significant proportion of working time will be dedicated to professional development and career growth. This may involve formal qualifications or informal development, which candidates will be expected to contribute to during their working hours.

To apply: please upload your CV and complete the application form explaining why you'd like to work for us in this role.