

John F Kennedy Catholic School

Job Description

Job Title: Achievement Leader Assistant
Responsible to: Achievement Leader/SLT Link
Grade: H3
Hours: 35 hours per week, term time only
Date: March 2016

This job description is not necessarily a comprehensive definition of the post. It may be modified by the Headteacher, with your agreement to reflect changes which are commensurate with the salary, the role title and the school development plan.

This job description will be reviewed every two years or sooner if required.

Job Purpose

To provide administrative and pastoral support as directed by the Achievement Leader.

Personal and Professional Standards

- To support the aims of the school
- To be a role model in terms of professional dress and appearance, punctuality and attendance
- To use the performance appraisal process for support staff to take responsibility for own personal and professional development
- To share the school's commitment to safeguarding and promoting the welfare of children and young people
- To be aware of and comply with all relevant policies and procedures within the school
- To participate in training and other learning activities commensurate with the post
- To attend and participate in meetings as required

Responsibilities and Accountabilities (for the relevant year group)

1. To take an active interest in the students thus contributing to their development
2. To work under the guidance of the Achievement Leader for the welfare, discipline, good behaviour and standard of dress of the students, using the established school procedures. This includes supervising students during detentions and contacting parents via SIMs InTouch regarding such
3. To carry out any work issued by Achievement Leader, DSP and SLT as required
4. To check absence lines every morning and input of absences which have been reported to school, log all calls and take action where necessary – email colleagues, parents/carers and outside agencies
5. To check registers every morning following the input of absences which have been reported to school; monitor registers throughout the day and contact staff who have failed to take registers with particular reference to period 5
6. To check registers weekly for unexplained absences and to ensure all absences are accounted for. Teachers are asked re period 5 absences

7. Each half term to send out sims in touch message to parents explaining that their child has unauthorised absences & asking for explanations. Update SIMs when responses received
8. To keep a regular check on absences, noting patterns of absence and lateness and discovering whether absence is justified and create spreadsheet for the AIO and Attendance Officer
9. To contact the parents/carers of students who are absent without any explanation from home, every student is now 1st day response
10. To use SIMs InTouch as a means of contacting parents/carers and sharing relevant information
11. To inform the Achievement Leader of findings, to intervene as required with a view to improving attendance and punctuality and preparing data & full documentation required for the Attendance Improvement Officer visits
12. To communicate with the Inclusion Manager and/or Co-ordinator about students in the Inclusion Room
13. To organise the ordering, storing and maintenance of material resources under the guidance of the Achievement Leader
14. To organise, under guidance of Achievement Leader: taster days, casual entrants, parent consultation evenings or meetings, information evenings, examinations, vaccinations, presentation evenings and other events of the year group
 - o Vaccinations – To tick off students against their form list for three vaccinations, highlight those missing and liaise with the school nurse accordingly
15. To ensure that all relevant persons/agencies are informed in matters related to curriculum or pastoral issues e.g. meetings, events
16. To ensure that all personal and academic records of students are up-to-date:
 - a. To set up files for the new intake and new students joining the school
 - b. To maintain student pastoral files
 - c. To help maintain Sims.net files, ensuring that files contain: student photo ID, up-to-date contact information, Referrals and other information
 - d. To update SIMS records from information on data collection sheets
 - e. To provide records for others as required
 - f. To oversee the pruning of student records as appropriate, under the guidance of the Achievement Leader
17. To manage the production of termly reports under the guidance of the Achievement Leader and prepare related information for parents/carers eg covering letter
18. To assist the Achievement Leader in using data to track student performance
19. To liaise with the Achievement Leader and manage the diary in relation to parent/carer or student appointments and to book a suitable venue
20. To liaise with Careers Coordinator in order to support the Achievement Leader
21. To email staff asking for work when students are absent from school for extended periods of time due to illness/holiday/exclusion etc
22. To attend Learning Support / ESTMA / meeting with parents. Record action points and ensure these are carried out
23. Arrange CTF files to be prepared and sent when students leave and request files when new students are enrolled
24. Liaise with Student Services regarding student accidents

25. Be the first port of call for students, staff & parents in a variety of situations – including home issues, social media problems, personality clashes, low level disruption in lessons etc. All to be logged on SIMs and further action decided upon
26. Where necessary raise cause for concern reports and discuss with AL & DSP
27. Log & monitor orange / yellow / green slips – follow up with student, AL & Form Tutor, contact parents/carers
28. Action Learners 10 log – contact home & arrange detentions
29. Assist vulnerable students undergoing a variety of mental health problems in a professional, empathic manner and work with home / professionals towards a positive outcome
30. Investigate and document all reported incidents of poor behaviour including fights, smoking, etc. Take statements, log & file details. Ensure appropriate repercussions occur in conjunction with AL & SLT
31. To input information for each student from the Data Collection Sheets on an annual basis
32. To carry out any other duties that may be requested from time to time by the line manager or Headteacher

Person Specification

Knowledge and Experience

- Experience of running effective administrative and clerical systems (experience in a school setting is desirable but not essential)
- Experience of diary management

Personal Characteristics

- Excellent interpersonal skills with adults and students
- Desire to make a difference in the life of the students in our school community
- Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
- Helpful, approachable with positive nature
- Able to stay calm and diplomatic under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Willing to learn and develop own skills
- Able to exercise sound judgement, especially relating to confidentiality and discretion

Specific Skills

- Excellent administrative and organisational skills
- Excellent written and oral skills
- Excellent Microsoft Office skills
- Willing and able to learn and operate new IT systems and databases as appropriate
- Able to prioritise and meet deadlines

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- This post is subject to an enhanced Disclosure and Barring Service check.