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|  | THE LOXFORD SCHOOL TRUSTJOB DESCRIPTION |

**Title: Achievement Team Leader**

**Accountable To: Deputy Headteacher**

**Responsible For: Year and Tutor Staff as assigned**

In exercising a leadership function within the School, to play a significant role in securing all day-to-day matters which affect teachers and their teaching, students and their learning and all other employees in professional matters, working collaboratively with the assigned SLM to advise the Headteacher on the strategic direction of the School. An ATL is also subject to the generic job description of a teacher.

**Individual primary areas of responsibility/accountability. (summary)**

* Direct operational pastoral, curricular and managerial oversight responsibilities for all student-focussed matters within the Year within which s/he is assigned.
* Liaison with Subject Leaders and CTL’s on matters of student progress and teacher effectiveness.
* Line management of the assigned Year Tutor team and operational leadership of students in terms of behaviour management, welfare, educational progress and personal development.
* In liaison with the SLM, to act as the key point of contact with parents and carers, maximising effective communication and common purpose in the interests of the student.
* Effective liaison with the SLM in ensuring consistency of approach to agreed policies throughout the School and across the year groups.

1. **School Mission Context**

* To support the School’s ethos and work positively and supportively in accordance with agreed policies and procedures, actively seeking to foster good relationships with parents /carers, the local community and all members of the School.
* To plan, implement, monitor and review the work and the use of resources for which responsible, in the best interests of the School.
* To acknowledge and act upon the necessity for personal professional development and participate in the School’s scheme for Performance Management.
* To use every opportunity to act as a positive role model of professional conduct and presence with colleagues, students and the wider community, demonstrating high personal standards of expertise, loyalty, commitment and service to the School.
* To organise events and offer presentations, as required, on behalf of the School at public engagements, notably parental evenings relating to student progress.
* To exercise a collaborative role in formulation, development and promotion of School policies as required ensuring the application of such policies within the Year assigned.

1. **Curriculum/Resource Management**
   * To lead, inspire and manage tutors of the Year staff in raising standards and promoting personal and social development by actively supervising and supporting the PSHE programme and ensuring a consistency of approach and quality of effectiveness of delivery of the Scheme of Work by tutors.
   * Working closely with the SLM and colleague ATLs, to identify, plan and implement aims that relate to the development of the whole child and to support the SLM in the establishment and delivery of the Year Development Plan, consistent with the aims of School’s Mission Statement and Development Plan.
   * To monitor the consistency of approach and quality of effectiveness of teaching and learning within the Year, ensuring that it is student centred and focussed upon raising standards.
   * Working collaboratively with colleagues, to have oversight of the operation of assessment, recording and reporting within the Year in line with School’s policy.
2. **Staff Management**
   * To lead, direct and encourage the work of all colleagues so as to ensure that monitoring, evaluation and celebration are explicit in the management and operation of Year activity.
   * To actively support and monitor tutors in their roles, contributing appropriately in the Performance Management procedure and processes.
   * To establish full consultative processes and Quality Assurance procedures with SLMs and tutors within the Year system, including taking minutes at Year staff meetings and fostering a climate of mutual support in which self-confidence and self-esteem can grow and an effective teaching and tutorial team be established.
   * To liaise effectively with relevant colleagues, including the Leadership Team, as part of the wider management functions of the School, specifically including effective arrangements for form registration cover and the leadership of a daily break duty rota.
3. **Student Management**
   * To set the highest expectations of standards of achievement and behaviour across the assigned student group, establishing and maintaining managerial systems to maximise student safety, well being and educational and personal development; specifically including:

* Monitoring and reporting the regular attendance and punctuality of pupils including checking registers (electronic or otherwise), completion of absence returns and receipt of absence notes.
* Maintaining the high standard of appearance of pupils including adherence to School uniform and other policies.
* Taking and disseminating minutes of Tutor/ Year staff meetings and appropriate team or case conference meetings directed to the improvement of behaviour and learning progress of individual students or groups.
* Identifying students’ individual needs and to liaise with appropriate colleagues within Learning Support, Connexions and other outside agencies and parents/carers to ensure that individual and collective needs are met.
* Acting as a senior and effective point of referral for assigned staff in pastoral and behavioural matters, ensuring that all appropriate records are maintained and accessible.
* Monitoring and promoting student satisfaction and well being within teaching and learning of the subject area of PSHE, promoting, inspiring and leading the positive ethos and positive implementation of the subject area within the School’s aims, practices and procedures.
* Ensuring effective communication with parents, including the co-ordination and management arrangements of Parents’ Evenings in liaison with the appropriate line manager.
* To promote purposeful competition across the student groups of the School, actively pursuing ways of celebrating student successes at every level.
* To communicate effectively with others to ensure up-to-date records of the medical problems of students in the Year and to assist with sick children on a day-to-day basis.
* To have oversight of worship and assembly time for the assigned student group, liaising as appropriate with other colleagues, including being prepared to cover in the case of unexpected absence.
* To complete Pastoral Leader comments and assist with the distribution of School reports and Pupil Track outcomes in liaison with the appropriate SLM and the checking of suitability of assessment grades, comments and presentation, referring problems to the appropriate colleague for correction or re-scheduling on the assessment database.
* To ensure the effective curriculum delivery and effective operation of internal reviews, examinations or assessments for the assigned student group.
* To ensure that long term absent or excluded students have appropriate academic work set and delivered.
* To pursue ways of celebrating student successes at every level, including leadership of incentive reward schemes and maintenance of the Year Noticeboards and published material.
* To have overall responsibility for the work and behaviour of all students in the Year, working collaboratively with the SLM and acting as a point of referral for curriculum leaders; in particular in ensuring effective communication with parents.
* To encourage all members of the Year to lead and consult with students regarding the self-evaluation and ownership of their learning.

1. **Resource Management**
   * To be responsible for all aspects of any budget assigned in line with School financial regulations.
   * Alongside the SLM, to exercise a leading role in the, daily organisation and routines and in the effective deployment of teaching resources across the School to ensure most efficient and effective use with minimal loss, damage or wastage.
   * To deploy all resources in ways which motivate students and encourages student participation in extended curricular opportunities.
2. **Membership of Committees and Groups**

ALT and other working groups as individually and reasonably defined.

This job description will be reviewed at least annually as part of the Performance Management process to reflect changing School and individual needs. Consultation between the post holder and the Headteacher and Governors is considered a vital part of this review process. This general Job Description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the individual Department or level of appointment as the Headteacher may reasonably require.

Signed: (Post Holder) .................................................. Date: ...........

Signed: (Headteacher) .......................................………… Date: ...........