

## JOB DESCRIPTION

|                              |   |
|------------------------------|---|
| <b>Job Title:</b>            | Achievement Coordinator                         |
| <b>Responsibility Level:</b> | L1-L5 (£42,498 - £46,582)                       |
| <b>Accountable To:</b>       | Executive Principal, Principal & Governing Body |
| <b>Accountable For:</b>      |   |

Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations for the Academy students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Academy so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy's activities and that this in turn ensures that everybody takes pride in all aspects of the Academy's work.

### Responsibilities

#### OVERALL RESPONSIBILITY

- To provide effective leadership, support and management in order to build and maintain an effective team which continually enhances student progress and the development of learning.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Every Child Matters* agenda and Area Child Protection Procedures.
- Work closely with Form Tutors to make the 'Early Concerns' system effective.
- Become familiar with students' Special Needs and liaise effectively with relevant staff.

#### GENERAL MANAGEMENT DUTIES

##### Leadership

1. Be responsible for student progress, development and learning outcomes.
2. Co-ordinate team members and lead by personal example and hard work.
3. Create a vision, sense of purpose and pride in the team.
4. Effectively manage the human resources at the team's disposal, including Teachers and support staff.
5. Co-ordinate the production and maintenance of the handbook and implement, monitor and evaluate all of its policies.
6. Play a major role as a member of the leadership team/middle manager group in the development of all aspects of the Academy, including its policies and their implementation.
7. Develop and maintain effective methods of communication with the Principal, SLT, other staff, students, parents, governors, external agencies and the wider community (including business and industry).
8. Identify and celebrate curriculum areas for their successes.
9. Help create an effective team by promoting collective approaches to problem solving and curricular/academic/learning developments, e.g. consult with the team when writing the improvement plan and producing resources.
10. Chair and produce the agenda for effective team meetings. Ensure minutes are made, kept secure and others informed as appropriate.
11. Make a regular contribution to year meetings – particularly on issues related to academic standards, mentoring and student learning activities.

## **Curricular/Team Development**

1. Contribute towards continuity and progression within the whole Academy Curriculum.
2. Oversee the implementation of the Academic Improvement Plan (KS3/KS4/KS5), and ensure students and staff know the part it plays in the whole Academy development. Within the plan, the allocation of resources must be fair and equitable, meeting the needs and aspirations of all colleagues as far as possible within the budget.
3. When appropriate, manage the academic tutoring programme providing a scheme that seeks to deliver high quality welfare, advice and support to students.
4. Monitor and evaluate academic developments and the quality of teaching in the relevant Key Stage. Take the initiative in identifying strategies to support consistency of practice and lead the team by example.
5. Develop team strategies and procedures (using national and Academy guidelines) for teaching and learning for students with Special Educational Needs and Gifted and Talented students.
6. Work with the AENCO to ensure IEPs are used to set specific targets, and match curricular materials and approaches to student needs.
7. Work with the Gifted and Talented co-ordinator to ensure tutors are aware of how to help students cope with being in this cohort.
8. Liaise with team leaders to ensure consistency to deliver cross-curricular themes.
9. Evaluate student responses to academic developments and initiatives by collecting evidence through 'student voice' and publishing outcomes to stakeholders, including students and parents.

## **Liaison/Communication**

1. Develop a close working relationship with each HLTA/TA in the academic team in order to assist them in carrying out their duties, and keep well informed of issues that may require the input of the Assistant/Vice Principal.
2. Attend and contribute to mentoring meetings.
3. Meet regularly and work with the 'SLT link' for professional support.
4. Liaise with colleagues from other Key Stages and sectors in order to provide a smooth transition between Academies and phases for all students.
5. Liaise with other team leaders and curriculum co-ordinators in order to have oversight of the implementation of integrated schemes of work, e.g. Numeracy, Literacy, AEN, ICT and Citizenship.
6. Inform staff about new developments and ideas related to mentoring and learning strategies by means of a regular newsletter – to include team meeting agendas.
7. Plan, organise and publicise Parents Evenings and special event days.
8. Provide helpful and accurate responses to parent/carer enquiries.
9. Oversee the process of writing and collating reports and contribute a summary comment for each student.
10. Collect Academic MER (Monitoring, Evaluation, Review) data.
11. Work closely with team leaders to support effective teaching and learning.
12. Attend (with the AENCO) student reviews which are co-ordinated by the Social Services.
13. Work with the AENCO in co-ordinating all externally provided services.

## **Health and Safety**

1. Undergo Basic First Aid training and update courses.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety and Welfare.

### **Continuing Professional Development - Personal**

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy, changes in the Academy Curriculum and pastoral care.
2. Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

### **Continuing Professional Development - Staff**

1. Co-ordinate and contribute to the provision of high quality professional development through an effective Performance Management programme.
2. Consider the expectations and needs of other members of staff, and in particular ensure that trainees and NQTs are appropriately monitored, supported and assessed in relation to QTS standards and those of the Academy.
3. Maintain a professional portfolio of evidence to support the Performance Management process.

### **OTHER REQUIREMENTS**

1. To promote and safeguard the welfare of children at the Academy.
2. To maintain confidentiality at all times.
3. To be aware of and adhere to all Academy policies and procedures.
4. To carry out any other duties as may be reasonably required by the Principal.
5. To work in support of the Academy Improvement Plan.
6. To take time to read notices, keep to deadlines and carry out duties to the best of your ability.