



Hodge Hill College

Safeguarding statement

Hodge Hill College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be requested to apply for Enhanced Disclosure from the Disclosure and Barring Service, although a criminal record will not necessarily be a bar to obtaining the position.

JOB DESCRIPTION

Job Title: Assistant Achievement Coordinator

Grade: GR 4 salary range (pro rata) £ 25,951 - £32,486. Please note the salary is pro rata and not the actual salary. Salary is dependent on experience.

Reporting to: Achievement Co-ordinator and Assistant Headteacher Pastoral

Liaising with: Leadership Team, AC, other faculty leaders, inclusion department and relevant teaching staff, plus external agencies and parents/carers

Working Time: Full time, term time only + 2 weeks of banked hours to cover after school events including parents evenings, trips

1.0 JOB PURPOSE:

- 1 Support the Achievement Coordinator in improving monitoring and evaluating pastoral Strategies. Support ACs in day to day leadership and management of the pastoral team.
 - Monitor and track pupil data related to attendance, behaviour, attainment to identify key areas which may require improvement and implement effective strategies

2.0 DUTIES AND RESPONSIBILITIES:

- 2 Support Standards
 - 2.1.1 Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety

- 2.1.2 Respond to and take steps to resolve relationship issues between students
- 2.1.3 Provide general student support e.g. lost items, upsets
- 2.1.4 Making attendance calls at the start of school.
Monitor attendance at detention – use the group call system to inform parents
- 2.1.5 Follow up attendance matters, including for agreed target students and contact or meet with parents
- 2.1.6 Collect and collate statements relating to incidents, following up directly when appropriate
- 2.1.7 Issue, collect and follow up target cards for identified students
- 2.1.8 Contribute to pastoral support plans
- 2.1.9 Be aware of and comply with policies and procedures relation to child protection and all aspects of safeguarding children
- 2.1.10 Liaise with external agencies on behalf of the Key Stage team
- 2.1.11 Become a Designated Safeguarding lead – designated member of staff when trained to undertake the role
- 2.1.12 Attend case conferences as directed
- 2.1.13 Contribute to the provision and organisation of the mentoring programme to raise attainment in the Key Stage
- 2.1.14 Contribute to organisation of Key Stage events and programmes

- Learning to Lead
- 2.1.15 Contribute to tutor meetings as requested
Mediation work with young people
Coordinating restorative justice programmes
Mentoring key students
Managing Behaviour at changeovers
Positive behaviour presence in allocated areas
Focus on Uniform/Shoes/Haircuts

2.2 Communication

- 2.2.1 Be the first point of contact for parents, being responsible for and dealing with issues when appropriate and referring to other staff for action
- 2.2.2 Ensure contact is made to parents whenever incidents dealt with – e.g. bullying, racial incident files
- 2.2.3 Produce appropriate records of incidents dealt with – e.g. bullying, racial incident files
- 2.2.4 Arrange for work to be set and collected for exclusion and other student absence
- 2.2.5 Seek reports on student progress from staff
- 2.2.6 Arrange parental appointments for Directors of Learning, Deputy Directors of Learning and Heads of KS3 and KS4
- 2.2.7 Dissemination of Key Stage/year group information
- 2.2.8 Ensure systems letters e.g. uniform, equipment are sent and logged

2.3 Evaluation

- 2.3.1 Monitor levels of bullying and implement policies and strategies to combat it
- 2.3.2 Produce reports on levels of incidents dealt with and other issues relevant to the post

2.4 General

- 2.4.1 Attend year councils as requested
- 2.4.2 Assist with on call duties if appropriate
- 2.4.3 To assist in break/lunch supervision as required

- 2.4.4 Represent the school in a manner consistent with its ethos and values
- 2.4.5 Contribute to school development through identified communication and consultation channels
- 2.4.6 To respect the confidential nature of information relating to the school and students
- 2.4.7 To update and maintain pupil filing.
- 2.5 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.6 To ensure all tasks are carried out with due regard to Health and Safety
 - 2.61 To act as additional First Aider for the school and to assist in the swift and orderly evacuation of the school (as per the Critical Incident Policy)
 - 2.62 To undertake planned supervision of pupils' out of school hours learning activities and supervise pupils on visits and trips.
- 2.7 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.8 To adhere to the ethos of the school
 - 2.8.1 To promote the agreed vision and aims of the school
 - 2.8.2 To set an example of personal integrity and professionalism
 - 2.8.3 Attendance at appropriate staff meetings and parents evenings
 - 2.8.4 To adhere to school policies and procedures as set out on the staff handbook and other documentation available.
- 2.9 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

OBSERVANCE OF THE CITY COUNCIL'S
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

PERSON SPECIFICATION

Assistant Achievement Coordinator

	ESSENTIAL	DESIRABLE
INITIAL QUALIFICATIONS	5+ A*-C grades at GCSE (or equivalent) including English and Maths	Qualified to degree level
FURTHER QUALIFICATIONS & PROFESSIONAL DEVELOPMENT	Recent, relevant in-service training in current educational practice, including management	
EXPERIENCE	Successful experience of working as a form tutor in a secondary school Successful experience of working with a Year Team in a secondary school	

SKILL & ABILITIES	<ul style="list-style-type: none"> • Good behaviour management practice, skills, knowledge and understanding • Good administrative skills • Good communication and interpersonal skills • Good time management skills and ability to set and meet deadlines • Ability to interpret data and to identify trends • ICT competency • Enthusiastic and hardworking • Leading by example • Self starter, ability to be self reflective • Ability to contribute to Pastoral Management team • You must be able demonstrate your suitability to work with children and that this will include motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour, and attitudes to the use of authority and maintenance of discipline (as part of the safeguarding process) 	
OTHER	<ul style="list-style-type: none"> • A willingness to take responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with • No contra-indications for working with children (as part of the safeguarding process). • A commitment to involve parents, Governors and the community in the work of the school • Set self and others high standards and targets and achieves • An awareness and understanding of, and a commitment to, equal opportunities • A passion for enabling every child to achieve their best. • A conviction that pupils are central to everything we do. 	

*Please note any issues identified in your reference will be taken up at interview.

All offers of appointment are subject to:

- Satisfactory medical clearance. All successful candidates complete a medical questionnaire and maybe required to pass a medical examination.
- Satisfactory references. One of which should be your line manager in your present or most recent employment, or if you are at school, college or university leaver, your Headteacher or Tutor.
- Confirmation of correct National Insurance number through checks with the relevant government agencies
- Criminal records clearance at the enhanced level
- Eligibility to work in the UK by providing a relevant document as specified by the Asylum and Immigration Act 1996
- Evidence of qualifications outlined on your application form
- We regret that the school is unable to meet any claims for travel expenses to interview