



## **Fort Pitt Grammar School**

### **Job Description**

**Post:** Key Stage 4 Achievement Co-ordinator

**Grade:** Salary NJC 18-25 (£17,714 – £22,212 FTE)

**Responsible to:** AHT – Pastoral Leader

**Working Hours:** 37 hours per week term time plus 15 extra days to be agreed with the line manager for INSET days and other planned events.

#### **Purpose:**

To have responsibility for Year 9-11 and their successful induction into the school recognising the need for high standards in achievement, removal of barriers to academic progress through tracking and monitoring of data and outstanding pastoral care.

#### **Main Duties and Responsibilities:**

##### **Transition**

- Transition work from Year 8 into GCSE
- Information packs for new Year 9 students
- Provision of other related information for Year 10 and 11

##### **Pastoral**

- Visible presence before and after school and at break and lunchtime
- Management of behaviours – investigate, report and advise SLT on sanctions and rewards.
- Mitigation and restorative justice sessions
- Communications and Home visits
- Oversee attendance strategies at KS4
- Day to Day pastoral care issues and related case note updates.
- Year Meetings
- Mentoring case load
- Managing attendance of year groups

##### **Academic administration**

- Administration for Heads of House
- Communications to KS4 students / parents
- KS4 achievement tracking for Year 9 -11
- Track progress of focus groups
- Track and coordinate interventions for all students
- Management of data to select high performers at risk of underachievement

##### **Events**

- Running parental focus groups
- Attendance and support at Parent evenings (signing in sheets) and availability for discussion with selected parents
- Presentation evening – involvement in supporting/organising the evening
- Provision of names for (and production of) awards / certificates

**Team:**

Support invigilation – to take part as invigilators being a recognisable/friendly face for the students  
 Work with KS3 Support manager in terms of options in Year 8 into Year 9 and with KS5 team for Yr 11 process to apply, interview and be offered sixth form places / alternative provision.  
 Working with AHT on provision and organisation of revision days  
 Attendance on results days to support students and parents through the process  
 Student voice – work with other staff to develop the role of student focus groups including use of student questionnaires.

## Person Specification

At Fort Pitt we don't believe in a single, carbon-copy model of what constitutes an excellent member of support staff. The best people come in all shapes and sizes.

Skills and abilities	Essential	Desirable	Assessed by
Ability to organise one's own work/work independently, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to communicate and interact effectively with adults and children and young people	✓		Application & interview
Awareness of sensitive information and the need for confidentiality	✓		Interview
Ability to follow instructions given by line manager	✓		Interview & Application
Good organisational skills	✓		Application & interview
<b>Knowledge</b>			
An understanding of school systems, procedures and policies (training given)		✓	Application & interview
An understanding of the principles Safeguarding (training given)		✓	Application & interview
<b>Qualifications and experience</b>			
Minimum GCSE at level A – C in English and mathematics (or equivalent)	✓		Application
Previous experience of working with children		✓	Application & Interview
Child protection training up to date (to be given)		✓	Application
Previous experience of working with young people		✓	
Willingness and motivation to develop own skills and proficiency	✓		Application & interview
First Aid in work qualification (training available)		✓	Application& Interview
<b>Personality</b>			
Good sense of humour	✓		Application& Interview
Positive team player	✓		Application& Interview