



HEADTEACHER
MR GLYN POTTS MBE DL

Saint John Henry Newman Catholic College

JOB DESCRIPTION

JOB TITLE	Academic Coordinator
DEPARTMENT	Achievement Team
GRADE	Grade 5 Point 18-23 , actual salary £23,284 - £25,674
HOURS	Term-time +5 days, 36:40 hours; 8:30am-4:30pm 40 minute break

Generic Responsibilities

- Endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the School Governors and subject thereto to those given by the Headteacher.
- Provide an education for the whole child and fostering in and through a Catholic atmosphere those qualities, which will enable each individual to live happily and develop fully his or her intellectual, moral, physical, social, emotional and spiritual qualities.

JOB PURPOSE

Strive to advantage all pupils in their academic success and pastoral provision. To work under the guidance of the Quality of Education team, to plan and implement agreed achievement and pastoral interventions with groups of/ individual pupils, both in and outside of the classroom. This will involve liaising with teachers, pupils and parents, and planning appropriate interventions to remove barriers to underperformance and pupil well-being. The post will also involve analysing, monitoring and producing progress, behaviour and attendance data using programmes such as SIMs, in order to aid with targeting interventions appropriately.

KEY TASKS

- Establish respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
- Monitor the progress, attendance, punctuality and behaviour of all pupils.
- Plan and implement appropriate interventions to support the academic progress, behaviour and conduct, attendance and well-being of pupils across both key stages.
- Communicate regularly, conducting conversations and meetings with pupils and parents relating to the performance, barriers to progress and conduct of pupils, across both key stages.
- Lead on organising and support Parents Evenings and other pupil/parental progress events of a Year group if required.
- Act in the role of mentor to identified pupils.
- Maintain accurate records of interventions for pupils that outline the impact of interventions and suggest alternative methods of intervention.



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- Supervise and support intervention classes before, during and after College.
- Support the delivery of literacy and numeracy achievement strategies including Phonics.
- Celebrate and reward pupil successes.
- Attend and deliver Year group assemblies.
- Assist the data team in the production of pupil data such as that following a Progress Check.
- Assist in the analysis of progress data for key pupil groups and classes in order to identify gaps in achievement and underperformance and support planning bespoke pupil interventions.
- Checking data input from faculty exams/assessments.
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under supervision of a teacher.
- Assist with the supervising of holiday and weekend revision/intervention (paid overtime).
- Act as cover, supervising whole classes occasionally, during short-term unforeseen absence of teachers. Maintain good order and keep pupils on task.
- Invigilate exams and complete all relevant training.
- Undertake pupil welfare duties and administering first aid as necessary and liaising with parents/staff in accordance with college procedures.
- Assist, when required, with Admin support for the Deputy Headteacher.

STANDARD DUTIES

- To actively promote the equalities and diversity agenda in the workplace and in service delivery.
- To be familiar with customer care and Health and Safety policies of the school.
- Improve one's own practice through training observation, evaluation and discussion with colleagues. Recognise one's own strengths and areas of expertise and use these to advise and support others.
- Keep abreast of current developments in your area networking with colleagues and professional associations.
- Attend and participate in meetings within the school as required.
- Carry out break/other duties as required.
- Contribute to the overall work and ethos of the school and contribute to the promotion of the school through marketing e.g open evenings and media publications.
- Appreciate and support the role of other people in the team.
- Work flexibly and undertake other duties of an equivalent nature that may be required by the Headteacher.

CONTACTS

Pupils, parents, staff, governors, external agencies and visitors.



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RELATIONSHIP TO OTHER POSTS

Responsible to: Deputy Headteacher and Assistant Headteacher for Achievement

Liaising with: AHTs, Subject Leads, Year Leads and Pastoral Leaders.

	DATE	NAME	POST TITLE
PREPARED	09/03/2023	K Phillips	DHT
REVIEWED			
REVIEWED			



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