

Job Description

Hodge Hill Sports & Enterprise 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 Criminal Records Bureau, although a criminal record will not necessarily be a bar to obtaining the position.

1. INTRODUCTION

1. NAME OF POST HOLDER:

1.2 Post Title: **Achievement Coordinator**

1.3 Post Purpose:

- a) To raise standards of student attainment and achievement within the cohort of students and monitor and support their progress.
- b) To be accountable for the attainment, attendance, attitudes and achievement of the students in the cohort.
- c) To develop and enhance the provision for students from all other staff within the school and where appropriate to engage with outside agencies and support services to improve pupil progress.
- d) To ensure the provision of an appropriately broad, balanced, relevant and differentiated experience of moral, social, spiritual and cultural issues for all students in the cohort through leading assemblies and delivery of the tutor programme.
- e) To be accountable for leading, managing and developing the provision for the cohort of students.
- f) To effectively manage and deploy teaching/support staff to ensure the Achievement Co-ordinator's portfolio is met in accordance with the aims of the school and the pastoral policies.

1.4 Reporting to: Assistant Headteacher/Deputy Headteacher.

1.5 Responsible for: Tutorial team and other specified staff working with the cohort of students.

1.6 Liaising with: Head/Leadership Team, other ACs, SLs, SENCO, relevant staff with cross-school responsibilities, relevant support staff, LA representatives, external agencies and parents.

1.7 Working Time: Full time, all year round banked hours

1.8 Salary/Grade: Grade 5

2. OPERATIONAL/STRATEGIC PLANNING:

- 2.1 To lead the development of appropriate syllabuses, resources, schemes of work to ensure the delivery of a tutor programme and the successful completion of a Pupil Profile for every student.
- 2.2 To be responsible for the day to day management, control and operation of all aspect of provision for students in the cohort during non lesson times.
- 2.3 To monitor actively and follow up student progress.
- 2.4 To implement school policies and procedures, e.g. Equal opportunities, Health & Safety, COSHH etc. as appropriate.
- 2.5 To work with colleagues to formulate aims, objectives and strategic plans for the cohort of students, ensuring that these have coherence and are relevant to the needs of students in line with the aims, objectives and strategic plans of the school.

3. CURRICULUM PROVISION:

- 3.1 To liaise with the Deputy Head over the delivery of an appropriate comprehensive, high quality and cost-effective tutorial programme focussed on student achievement, ensuring academic standards at times of transition and transfer, pupil profiling, target setting, and moral, social, spiritual and cultural issues in order to compliment the SIP and SEF.
- 3.2 To be accountable for the development and delivery of the above programme.

4. CURRICULUM DEVELOPMENT:

- 4.1 To lead in the development of a distinctive tutorial programme for the whole cohort of students.
- 4.2 To keep up to date with national developments in the methods used to ensure and raise standards for all students.
- 4.3 To monitor actively and respond to new developments and initiatives linked to student achievement whether they are, national, regional or local.
- 4.4 To liaise with Senior Staff to develop accreditation for the tutorial programme, provision and subsequent experiences of the students in the cohort.

5. STAFFING:

To work with line manager to ensure that own and tutorial teams training and development needs are identified and that appropriate programmes are designed to meet identified needs.

- 5.1 To oversee arrangements for students when students are absent from school to ensure registration is completed, the tutorial programme is delivered and welfare arrangements are made.

- 5.2 To participate in the interview process for tutorial/student achievement co-ordinator posts when required and to ensure the effective induction of new staff in line with school procedures.
- 5.3 To promote teamwork and to motivate staff to ensure effective working relations.
- 5.4 To participate in the schools ITT programme where appropriate.
- 5.5 To be responsible for the day-to-day management of staff working with the cohort of students at unstructured times and also in tutorial periods.

6. QUALITY ASSURANCE:

- 6.1 To ensure the effective operation of quality control systems and procedures, and to ensure adherence to these for all staff working with students in the cohort.
- 6.2 To establish the process for setting individualised targets for every child/student on an annual basis and work towards their achievement through the use of appropriate systems, such as IEPs and target setting days.
- 6.3 To establish common standards of practice for every student within the cohort and develop the effectiveness of provision to maximise the potential of every student.
- 6.4 To contribute to the school procedures for SSR.
- 6.5 To seek/implement modification of quality assurance procedures where required to ensure the attainment and achievement of every student.

7. MANAGEMENT INFORMATION:

- 7.1 To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- 7.2 To make use of analysis and evaluate performance data for every student at least annually, but more often when required and to take appropriate action to maximise student performance.
- 7.3 To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- 7.4 To produce reports within the quality assurance cycle for the cohort of students.
- 7.5 To produce reports on examination performance, including the use of value added data.
- 7.6 In conjunction with the Leadership link to manage the collection and collation of data on each student.
- 7.7 To provide the Governing body with relevant information relating to the performance of the cohort of students.

8. COMMUNICATIONS & LIAISON:

- 8.1 To ensure that all students are familiar with the ethos, aims and expectations of the school and all staff.
- 8.2 To ensure effective communication/consultation as appropriate with the parents of students.
- 8.3 To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- 8.4 To represent the views and interests of the students in the cohort.
- 8.5 To contribute to the planning and delivery of school liaison activities, specifically to oversee the management, organisation and review of parent consultation events.
- 8.6 To lead the development of effective links with partner schools and the community.

9. PASTORAL SYSTEM:

- 9.1 To monitor and support the overall progress and development of students within the cohort.
- 9.2 To contribute to cross curricular themes and events, such as citizenship, enterprise, intensive learning, PSHE according to school policy and as directed by leadership link.
- 9.3 To lead the implementation of the BfL system for the cohort of students so that effective learning can take place.
- 9.4 To oversee the effective management of the BfL system in order to ensure every student in the cohort is able to achieve.
- 9.5 To liaise with staff in order to directly involve parents in assuring the achievement of all students in the cohort.

As part of the Achievement Coordinator role, the candidate will take up a secondary role as follows:

Secondary role

10. MAIN DUTIES:

- 10.1 Additional specific duties to be agreed prior to formal job offer.

11. OTHER:

- 11.1 To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- 11.2 Promote actively the school's corporate policies.
- 11.3 First Aid and Critical Incidents
 - act as additional First Aider for the school
 - assist in the swift and orderly evacuation of the school
- 11.4 Meetings & events
 - Attend and participate in such Staff Meetings / other working groups as are appropriate to the role
 - Attend in school and out of hours functions as required

11.5 Professional Development

- Attend and participate in training and staff development programmes as per the school's Staff Development Policy

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

12. SIGNATURES:

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed.....
(Teacher)

Signed.....
(Headteacher)

Dated.....
(Teacher)

Dated
(Headteacher)

PERSON SPECIFICATION
Achievement Coordinator

	ESSENTIAL	DESIRABLE
INITIAL QUALIFICATIONS	<ul style="list-style-type: none"> ○ Minimum 5 GCSE's (including English and Maths) 	<ul style="list-style-type: none"> ○ Degree/Post Graduate study
FURTHER QUALIFICATIONS & PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> ○ Recent, relevant in-service training in current educational practice, including management 	
EXPERIENCE	<ul style="list-style-type: none"> ○ Considerable (secondary) management experience ○ Successful and varied experience of supporting learning ○ A clear understanding and experience of school improvement planning ○ Experience of managing a budget ○ Experience of supporting teachers in managing pupil behaviour and learning and of using and promoting positive behaviour management strategies ○ Experience of working with Special Needs students 	<ul style="list-style-type: none"> ○ Experience in more than one school ○ Recent experience of the OFSTED Process
SKILL & ABILITIES	<ul style="list-style-type: none"> ○ The ability to plan, monitor, evaluate, review and lead by example ○ Ability to analyse and summarise complex data, draw out key issues & provide recommendations ○ Ability to lead and manage effectively in a pressurised environment and to prioritise actions ○ Experience of managing the implementation of change sensitively and effectively ○ Ability to lead and work as part of effective teams ○ To be able to provide evidence of having influenced the quality of teaching and learning in present school ○ Good reasoning powers and good judgement in a variety of situations ○ High level of written and oral, and electronic communication skills ○ 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). 	Knowledge and use of computerised management systems
OTHER	<ul style="list-style-type: none"> ○ A commitment to involve parents, Governors and the community in the work of the school ○ 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:

- a) Satisfactory medical clearance.** All successful candidates complete a medical questionnaire and maybe required to pass a medical examination.
- b) 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.
- c) Confirmation of correct National Insurance number** through checks with the relevant government agencies
- d) Criminal records clearance at the enhanced level**
- e) Eligibility to work in the UK** by providing a relevant document as specified by the Asylum and Immigration Act 1996
- f) Evidence of qualifications** outlined on your application form