



### **Job Description**

**Job Title:** Raising Attainment Officer

**Location:** Four Dwellings Academy

**Hours of work:** 37 hours a week, Term Time only

**Reports to:** Senior Leader

### **Purpose of the Role:**

- To be part of the Inclusion/Raising Achievement Team and to support and ensure that pupils with emotional and/or behavioural needs have access to appropriate support and intervention
- To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

### **Duties and responsibilities:**

- To provide pupils with a source of assistance and support where necessary, those children with special individual needs
- To provide support staff with a range of inclusive strategies and interventions to raise pupil achievement standards
- Where appropriate, to provide support to the Inclusion Manager (where applicable) in order to reach goals and and raise achievement levels throughout the school through meetings with teaching staff, support staff and parents
- To identify and locate those who are under-achieving and ensure that they receive subsequent support in raising their success levels through working with the school's Inclusion team (including delivery of interventions eg: social skills, anger management and mentoring)
- To identify and to locate those pupils who need assistance in raising levels as a whole and deliver workshops to address underperformance (specifically maths and English)
- To ensure that a system of monitoring is explained and incorporated into the school structure so that staff ( ie. teaching assistants and other support staff who have close proximity with pupils) can report back to the Inclusion team about achievement/engagement concerns so any appropriate action can be taken
- To help raise standards across the school as a whole, which may include :



- Identifying any specific underachieving subject areas or any other areas of concern and helping to introduce methods and programmes to improve results in these areas.
  - Liaising with teachers and other support staff regarding promoting the role of Raising Achievement throughout the school so that staff are aware of the routes they can take where there may be concern about a particular pupil or subject area.
  - To create and analyse data on achievement levels throughout the school and to identify specific class or individuals achievement levels so as to monitor any deterioration or improvements in any subject area
  - To act as a contact for, and provide regular communications with, parents and attend and provide support at parent meetings in order to meet and discuss aspects of relevant pupil performance and find solutions to any potential problems
  - To design, manage, attend or help support any extra-curricular activities for those pupils under achieving and liaise with teaching staff with skills in specific subject areas to increase achievement levels through extra tuition
  - To ensure all tasks are carried out with due regard to Health and Safety
  - To undertake appropriate professional development including adhering to the principle of performance management.
  - To adhere to the ethos of the school
  - To promote the agreed vision and aims of the school
  - To set an example of personal integrity and professionalism
  - Attendance at appropriate staff meetings and parents evenings
  - Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
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- To design, manage, attend or help support any extra-curricular activities for those pupils underachieving and liaise with teaching staff with skills in specific subject areas to increase achievement levels through extra tuition

## **GENERAL**

To participate in meetings, training, other staff development and CPD activities and performance development as required.

To be aware of and comply with all Academy policies and procedures including child protection, health and safety, security, confidentiality and data protection.

To input and retrieve data from the Academy's management information systems as required.

To provide assistance to other members of the Academy during periods of high demands, aiding in the completion of tasks during times of peak load, substituting for others in their absence, as necessary, and to meet the needs of the Academy.

To maintain a tidy and efficient work area from which information is easily accessible.



**In addition to the above requirements, all staff are required to promote the ethos of the Academy by:**

- Being strong leaders in their own right with pupils of all attainment levels;
- Being a positive leader of ethos, demonstrating a “can-do” solution focused mentality
- Being a strong presence wherever they are in the Academy;
- Modelling high standards in expectations and practice;
- Following Academy policy and promoting policy in all areas and at all times;
- Dealing immediately with any problem they observe
- Being positive and proactive in seeking solutions to problems and in planning ahead;
- Constantly looking for ways to improve and innovate in education;
- Seeking the highest standards possible and sharing them with others.

**Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.



7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

### **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



## Person Specification

**Job Title:** Raising Attainment Officer

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"><li>• GCSE English and Maths</li></ul>	<ul style="list-style-type: none"><li>• Degree or equivalent</li><li>• Relevant further qualifications around pastoral care</li></ul>
<b>Skills and Abilities</b>	Specific knowledge/ Skills and Abilities required for the role	<ul style="list-style-type: none"><li>• Experience of working with young people in challenging circumstances with different ethnic and social backgrounds.</li><li>• Experience of maintaining and analysing computerised and/or paper based data/information.</li><li>• Experience of monitoring and tracking progress / behaviour</li><li>• The ability to work effectively with, relate to and command the confidence of teaching staff and senior leadership within the school.</li><li>• Working with others, the ability to assess and review the learning of young people in the context of family and other relevant circumstances and plan appropriate responses,</li></ul>	<ul style="list-style-type: none"><li>• Current successful school experience with a responsibility for student welfare / inclusion / behaviour</li><li>• Experience of using a Management Information System preferably Progresso.</li><li>• The experience, where necessary, to give a clear lead on inclusion and supporting pupils with emotional / behavioural needs</li><li>• Ability and willingness to work cooperatively as part of a team.</li></ul>



		<p>drawing on in-school and external advice and expertise where necessary</p> <ul style="list-style-type: none"><li>• Knowledge of, and ability to work effectively and communicate with, a wide range of organisations and people offering support, information, opportunities and guidance</li><li>• Ability to identify potential barriers to learning jointly and engage in strategies to overcome these barriers</li><li>• Ability to work with individual children to set goals jointly as part of planning for their learning</li><li>• Skills of communication, giving advice and helping young people to identify their needs and potential</li><li>• Ability to manage own time and forward plan effectively</li></ul>	
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Personal attributes:	Behaviours		
		<ul style="list-style-type: none"><li>• Enthusiastic, perceptive and fair.</li><li>• Record of excellent practice.</li><li>• Ability to provide guidance, advice, instruction and support and challenge students and staff.</li><li>• A personal commitment to quality and excellence that will take the Academy forward.</li><li>• Unflappable and resilient</li><li>• Good sense of humour</li><li>• Ability to handle information securely and confidentially.</li><li>• An understanding of the needs and values of different communities, in particular the different cultures the Academy serves.</li><li>• Genuine care for all students, including the disadvantaged and vulnerable</li></ul>	<ul style="list-style-type: none"><li>• Record of developing and maintaining good relationships with students and wider school community.</li><li>• Knowledge and expertise in how people learn.</li><li>• A clear vision on the position of student wellbeing and inclusion in the Academy over the next 3 years.</li></ul>



	Communication Skills:	<ul style="list-style-type: none"><li>• High standard of written and verbal communication skills.</li><li>• Be able to communicate with care and respect to students, staff, parents and carers</li></ul>	<ul style="list-style-type: none"><li>• Experience of leading meetings.</li></ul>
	Values	<ul style="list-style-type: none"><li>• Ability to demonstrate, understand and apply our values<ul style="list-style-type: none"><li>◦ Be unusually brave</li><li>◦ Discover what's possible</li><li>◦ Push the limits</li><li>◦ Be big hearted</li></ul></li></ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"><li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li><li>• Right to work in the UK</li><li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li></ul>	