



JOB DESCRIPTION - Achievement Manager

Location:	London Borough of Hackney, N16 5AF
Salary:	NJC Pay SO1 (Inner London), Points 23-25
Contract:	Term-time only (39 weeks) Full-time (35 hours) Permanent
Start date:	September 2023
Responsible to:	Assistant Headteacher (Behaviour)
Disclosure level:	Enhanced

Ethos:

All staff are expected to support the Catholic ethos and Servite values of the school.

Job purpose:

- To work under the direct instruction of teaching / senior management staff, in the classroom with the teacher, or independently with small groups or individuals, to support access to learning for targeted pupils and assist in securing progress.

Key responsibilities:

- **Support for Pupils**
 - Supervise and provide particular support for pupils, including those with identified needs, either in literacy or for subject specific support. Ensuring their safety and access to learning activities
 - Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care programmes
 - Establish consecutive relationships with the pupils and interact with them according to individual needs
 - Promote the inclusion and acceptance of all pupils
 - Encourage pupils to interact with others and engage in activities led by the teacher
 - Set challenging and demanding expectations and promote self-esteem and independence
 - Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

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An Outstanding Catholic School

- To work with individual children and groups and complete reading records and literacy strategy support as directed by the class teacher
- Under the direction of teacher, to work with individual and small groups of children and to take responsibility for their learning, engagement and any resources connected to their learning
- To secure successful engagement in learning
- **Support for Teachers**
 - To support in the reduction of exclusion / inclusion and behaviour concerns for identified students
 - Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
 - Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
 - Assist with the planning of learning activities
 - Monitor pupils' responses to learning activities and accurately record achievement / progress as directed
 - Provide detailed and regular feedback to the linked senior member of staff on pupils' achievement, progress, problems etc.
 - Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
 - To establish and maintain constructive relationships with parents / carers by:
 - Supporting their role in pupils' learning
 - Providing constructive feedback on pupils' progress and achievements
 - Facilitating their support for their child's attendance
 - Support home to school / community links
 - Administering routine tests and supporting the invigilation of exams
 - To work within an agreed system of supervision with small groups of children and to take responsibility for their learning
 - To work in partnership with the teacher to support the school induction programme. This may include contributing to parents evening as appropriate
- **Support for the Curriculum**
 - Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
 - Undertake programmes linked to school priorities, eg. Literacy and numeracy support
 - Support the use of ICT in learning activities and develop pupils' confidence, competence and independence in its use
 - Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
 - To be familiar with data to support learning and progress
- **Support for the School**
 - To successfully complete the school's induction programme and provide a level of support which is commensurate with the school's expectation and standards
 - To be aware of the content of EHCP plans for students being supported

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- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher. To assist in the general care of the school environment by undertaking tidying of general areas
- To promote equal opportunities at all times
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager
- **Other**
 - Share the school's commitment to safeguard and promote the welfare of children and young people
 - Enactment of Health and Safety requirements and initiatives as directed
 - Ensure compliance with Data Protection legislation
 - At all times, operate within the school's Equal Opportunities framework
 - Commit and Contribute to improving standards for pupils as appropriate
 - Promote customer care and quality in line with the school's policies
 - Contribute to the maintenance of a caring and stimulating environment for pupils

Safeguarding:

Our Lady's Catholic High School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including identity and enhanced DBS checks and a willingness to demonstrate commitment to the standards which flow from our vision and values.

The postholder may be required to work outside of normal school hours on occasion (e.g. Parent evenings, Twilight sessions, etc.), with due notice.

This job description is not exhaustive and may be subject to change. This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and

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circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time. This job description will be reviewed regularly.

PERSON SPECIFICATION - Achievement Manager

	E	D
QUALIFICATION		
Educated to a degree level or equivalent		D
A relevant professional qualification	E	
First aid training as appropriate		D
EXPERIENCE		
Experience of using ICT	E	
Experience of or working with or caring for children of 11 – 19 age group		D
PROFESSIONAL DEVELOPMENT		
Ability to self evaluate learning needs and actively seek learning opportunities		D
Participate in development and training opportunities	E	
KNOWLEDGE AND SKILLS		
Training in the relevant learning strategies e.g. literacy		D
Understanding of relevant policies and codes of practice and awareness of relevant legislation		D
General understanding of national curriculum		D
Basic understanding of child development and learning		D
Ability to relate well to children and adults	E	
To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E	
PERSONAL		
Good numeracy and literacy skills	E	
Excellent punctuality and attendance	E	
Ability to work under pressure and to deadlines	E	

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Excellent communication skills	E	
Have a positive and 'can do' approach when solving problems	E	
Display an awareness, understanding and commitment to the protection and safeguarding of children and young people.	E	