OULDER HILL COMMUNITY SCHOOL

AND LANGUAGE COLLEGE

JOB DESCRIPTION

**ACHIEVEMENT CO-ORDINATOR – HUMANITIES**

**(With Responsibility for RS)**

**SALARY: TLR 2A**

**Job Purpose:** Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document (STPCD).

Lead colleaguestoimplement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students in Science.

 Act as an Achievement Coordinator in the Faculty of Humanities.

 Contribute significantly to whole school SMSC and lead on certain aspects of it.

 Monitor and support the overall progress and development of students as a teacher/form tutor.

 Facilitate and encourage a learning experience, which provides students with the opportunity to achieve their individual potential.

 Contribute to raising standards of student attainment.

 Share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth.

To provide professional leadership, management and support for each member of your team, and to hold them accountable for the delivery of a programme that secures high standards of teaching and learning.

Line Management: Reporting to: Teaching & Learning Director Responsible for: Designated Staff

Liaising With: Headteacher, Senior Leadership Team, Teachers and Support Staff, LEA Representatives, External Agencies and Parents.

CRB Disclosure

Level: Enhanced

Special Conditions

of Service: The school Operates a No Smoking Policy

**This school is rigorously committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

PRINCIPAL ACCOUNTABILITIES

For those aspects of the programme that you are responsible for:

1. The strategic direction and development within the context of the school’s aims and policies.
2. Securing and sustaining effective teaching, evaluating its quality and the standards of pupils’ achievements, including setting targets for improvement.
3. Providing all those with involvement in the teaching or support of the programme with the help, challenge, information and development necessary to sustain, motivate and secure improvement in learning and teaching.
4. Identifying appropriate resources for the programme and ensuring that they are used efficiently, effectively and safely.

**ACCOUNTABILITY STATEMENTS**

1. To work closely with your Line Manager.
2. To write an annual programme action plan, which reflects national, school and programme targets, and ensures that your team is clear about action to be taken, timescales and criteria for success.
3. To have a positive and significant impact on the educational progress of both the pupils that are directly taught by you and those taught by your team.
4. To ensure the resources allocated to you are used effectively, efficiently and safely.
5. To up-date and continually review your programme’s schemes of work.
6. To ensure your programme’s assessment and homework conforms to school policies.
7. To ensure pupils are effectively prepared and entered for examinations in line with school policies.
8. To ensure teachers and others working in your team are regularly informed and consulted about the programme and school issues.
9. To set appropriate work for pupils when teachers are absent.
10. To lead, develop and enhance the teaching skills of those you line manage.
11. To establish a clear, shared understanding of the importance and role of the programme in contributing to pupils’ spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life.
12. To use data effectively to identify pupils who are underachieving in the programme and, where necessary, create and implement effective plans of action to support those pupils.
13. To ensure that your programme contributes to whole-school aims, policies and practices, including those in relation to behaviour, discipline, bullying and racial harassment.
14. To ensure that teachers are clear about the learning objectives in lessons, understand the sequence of learning and teaching in the programme, and communicate such information to pupils.
15. To provide guidance on the choice of appropriate learning and teaching methods to meet the needs of the programme and of individual pupils.
16. To ensure effective development of pupils’ literacy, numeracy and information technology skills.
17. To establish and implement clear policies and practices for assessment for learning, assessment of learning, recording and reporting on pupil achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement.
18. To ensure effective development of pupils’ individual and collaborative study skills necessary for them to become increasingly independent in their work and to complete tasks independently when out of school.
19. To establish a partnership with parents to involve them in their child’s learning, as well as providing information about curriculum, attainment, progress and targets.
20. To develop, as appropriate, effective links with the local community, including business and industry, in order to extend the curriculum, enhance teaching and to develop pupils’ wider understanding.
21. To lead professional development of programme staff through example and support, and co-ordinate the provision of high quality professional development by methods such as coaching and drawing on other sources of expertise as necessary.
22. To advise the line manager on the deployment of staff involved in the programme to ensure the best use of knowledge, technical and other expertise.
23. To use accommodation to create an effective and stimulating environment for the teaching and learning of the programme.
24. To ensure that there is a safe working and learning environment in which risks are properly assessed.

**COMPETENCIES**

**Knowledge**

*Technical*: Has specialised knowledge (graduate level).

*Managerial*: Integrates diverse tasks and resolves conflicts.

*Interpersonal*: Persuades and influences others; creates trust; is confident; develops potential; is flexible; builds team spirit.

#### Problem-Solving

*Support*: Clearly defines policies and principles.

*Challenge*: An analytical thinker, but in the main dealing with familiar patterns requiring some discrimination; sets and rises to challenges.

#### Accountability

*Authority*: Sets objectives for defined areas of responsibility within agreed strategy and policy; challenges others in the best interest of the pupils; confronts poor performance.

*Impact*: Directly held accountable for results.

Oulder Hill Community School operates a Smoke Free Policy for all its employees to any building and associated grounds within the immediate vicinity of the School which is wholly owned, leased or operated and occupied by the School/RMBC.

**Signatories**

**Postholder: ………………………………………… Date: ……………………**

**Line Manager: …………………………………….. Date: ……………………..**

**CANDIDATES NEED TO BE TOTALLY COMMITTED TO THE SCHOOL’S VISION AND MISSION STATEMENT,**

**“DEVELOPING POTENTIAL, RAISING ACHIEVEMENT”**