

JOB DESCRIPTION

JOB TITLE:	Achievement Leader
MANAGED BY:	DHT Personal Development
CONDITIONS:	MPS/UPS & TLR1A
DATE:	September 2022

Job Purpose

To carry out the professional duties of an Achievement Leader and classroom teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

Specific responsibilities

1. Strategic Leadership

Contribute to the strategic development of the school through ensuring the implementation of all relevant aspects of the SDP. Promote and implement agreed school policies. Contribute to all strategic school planning processes as required. Update and review planning processes as appropriate. Line manage relevant staff including the relevant pastoral manager, and lead, organise and task manage the work of a team of tutors. Support, facilitate and monitor to ensure the delivery of a high quality programme of tutor time activities (where appropriate this will include planning assemblies and tutor time activities).

Ensure that whole school systems of rewards and consequences are in place and being effectively implemented across their year group. Celebrate students and their successes in order to build a positive culture of aspiration and achievement in their year group. Establish student leadership and student voice processes within their year group, in line with whole school expectations (including a cohort of student leaders and regular year forums).

2. Operational role

Establish a positive, aspirational, resilient, caring and supportive ethos across their year group through a variety of interactions and activities including: assemblies, tutor time, interventions, external speakers, external interventions and trips and other appropriate activities.

Monitor and track attendance, including regular meetings with the attendance team. Support attendance processes (e.g. penalty notices) through liaison and meetings

with parents and where necessary home visits. Ensure, in liaison with the attendance team, that attendance rewards are in place and are actively promoted and delivered. Lead and coordinate the year team and other relevant staff in ensuring that the year group achieves and maintains excellent attendance and punctuality.

Liaise with the DHT Behaviour and Safeguarding and line manage the year group pastoral manager in order to monitor and intervene to achieve high standards of punctuality, behaviour, conduct, and courtesy.

Liaise with relevant staff to monitor progress and achievement and to devise, plan, initiate, coordinate, deliver and review intervention strategies to improve progress and achievement across the year group.

Organise and ensure the maintenance of appropriate student records. Ensure effective liaison and communication with parents, other educational institutions and outside agencies as appropriate.

Have oversight of and review the work of the tutors and contribute to their professional development.

Lead and participate, as appropriate, in monitoring review processes including year, department and other whole school aspect reviews.

Play an appropriate role in managing and supporting whole school reporting processes.

Support the senior leadership team in all aspects of monitoring and improving standards of punctuality, behaviour, progress, teaching and learning as required (including participating as appropriate in lesson observations, learning walks and book scrutinies).

Responsibilities of the post

1. Have oversight of all matters relevant to the assigned year group, including academic progress and standards, attendance, behaviour, welfare and guidance.

2. Monitor and track attendance, behaviour and progress within the year group. Liaise with relevant staff to devise, plan, initiate, coordinate deliver and review intervention strategies to improve attendance, achievement and behaviour across the year group.

3. Whole school role

To take overall responsibility for the leadership and development of a significant area or areas of the whole school development plan / whole school work as directed by the Headteacher and reporting to the DHT Personal Development (or most appropriate member of SLT). Leadership of the whole school role will include:

- strategic oversight and vision
- planning implementation and task delegation and coordination of staff involved.
- overall leadership and responsibility for planning, organising and ensuring

- the effective development of and delivery of all aspects and priorities in their area of responsibility.
- To monitor, review and report to SLT on progress made in the area of responsibility.
 - To ensure that the area of responsibility delivers impact and supports school improvement and student progress.

4. Quality and Standards

- Prepare reports for staff and governors where necessary.
- Contribute to the school's monitoring and evaluation processes.
- Adhere to all agreed departmental and whole school policies.
- Participate in public and internal examination arrangements as well as other assessment processes.
- Have a working knowledge of teachers' professional duties and legal liabilities and adhere to the teachers standards.
- Take responsibility for your own professional development and duties in relation to school policies and practices.
- Promote the school in a positive light in the community and represent the school in various contexts as required.
- Provide information, objective advice and support, as required to the school and the governors.
- Oversee all aspects of tutor and assembly time and ensure that this time is used effectively to support improving attendance, behaviour, progress, wellbeing, literacy, cultural capital and delivering PSHE. Support all aspects of developing and improving teaching and learning within and across the year group, including the delivery of high quality AFL.
- Work with other middle leaders to ensure continuity, consistency and implementation of best practice.
- Keep abreast of and implement relevant educational changes.
- Promote and encourage activities for the year group during extra-curricular time. Attend all relevant meetings. Ensure student safety.
- Undertake any other duties reasonably requested by the Headteacher, commensurate with the post and reflecting school priorities.
- Closely monitor and track the progress of all students in the year group
- Lead and coordinate interventions to support the progress of key groups of students e.g pupil premium, SEND, White British and Black Caribbean students

5. Teaching and Learning

- Teaching appropriately the students assigned to them according to their needs. This includes the setting, marking, assessing of classwork, homework, projects and visits, where appropriate.
- Act as a role model in the provision of high quality teaching, learning and assessment.
- Contribute to the school's monitoring and evaluation processes.
- Ensure that records are kept of students' attendance, work and homework, progress, achievement and extracurricular participation. Endeavour to give every child the opportunity to reach their potential and meet high expectations.

6. Staff, Resources and Accommodation

- Lead, coach and support colleagues in the exercise of their responsibilities in the year group.
- Ensure the appropriate standards of care among students in relation to the department and school environment.
- Undertake self-review and engage in regular Performance Management as required. Conduct performance management cycle and appraisal for individuals and groups.

7. Community

- Ensure there is an effective and efficient dialogue with parents/carers, outside agencies, community partners and partner organisations.
- Represent the school as required.
- Develop links with other schools, colleges and learning providers as appropriate Liaise with external partners and ensure positive relationships with members of the wider community.

8. General

- Maintain a high profile in the year team and to the year group.
- Attend and participate in regular meetings.
- Support school functions as appropriate.
- Contribute to the development and implementation of development and action plans.
- Establish effective working relationships and set a good example through personal presentation and professional conduct.

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Headteacher.

PERSON SPECIFICATION

Education training and qualifications	Graduate qualification and QTS Relevant recent professional development
Experience	The ability to lead and manage a department or team of people. Successful teaching experience in a range of contexts Proven record of success in improving education provision and raising standards Knowledge of what makes good teaching and learning and especially knowledge and understanding of Assessment for Learning Evidence of impact in the school
Knowledge and Skills	The ability to use data to track, monitor and plan for improvement Commitment to equality of opportunity and inclusive education The ability to use and manipulate data to raise student achievement Sound mathematical ability and familiarity with data management systems such as Excel Evidence of supporting and challenging students who underperform Awareness of national initiatives in education The ability to raise standards and an understanding of how to develop learning and teaching across the department Ability to develop systems to support pupils both academically, socially and pastorally The ability to manage and inspire a variety of students Flexibility and an ability to work under pressure An ability to forge successful relationships and networks

<p>Leadership and Management</p>	<p>Ability to define and pursue a vision for the future of the school through coherent planning and systematic monitoring</p> <p>Ability to deliver quantifiable results to a demanding timescale</p> <p>Ability to manage change and resolve conflicts</p> <p>Ability to lead, motivate, support, challenge and develop students to secure improvement</p> <p>Excellent organisational and interpersonal skills</p> <p>Effective oral and written communication</p> <p>Maintenance of purposeful and positive ethos through effective classroom teaching and day-to-day management</p> <p>An ability to hold others to account</p> <p>An ability to hold difficult conversations</p>
<p>Personal Qualities</p>	<p>Enthusiasm, humour and initiative</p> <p>A belief that the best interests of pupils come first</p> <p>Dedication to the role, resilience and willingness to learn</p> <p>An excellent record of attendance and punctuality</p> <p>Empathic and capable of realistic self-assessment</p> <p>A collegiate team member with clear values</p> <p>The ability to contribute to wider school initiatives</p> <p>A proven track record of going above and beyond</p>

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:	Signature:
Date:	