



Broomfield School - Job Description

Achievement Director/Head of Year Group/s

Job title	Achievement Director/Head of Year Group/s
Line Manager	A member of SLT
Type of post	Permanent
Salary scale	Main Pay Scale /Upper Spine + <i>Allowance Attached To Post: TLR 1b</i>
Contracted Hours	Full-time

JOB PURPOSE:

The Achievement Director is responsible for the overall academic progress, pastoral welfare, behaviour for learning, culture for learning, personal development and social wellbeing of pupils within the year group/s and the strategic and operational leadership and management of pastoral support officer/s and a team of tutors. The Achievement Director has a key role in ensuring the promotion of the school ethos, the management of pupil-academic progress, pastoral welfare, behaviour for learning and in the development of spiritual, moral, social and cultural development.

An Achievement Director might also have specific academic leadership and management responsibility, for instance leading and managing a department.

MAIN RESPONSIBILITIES:

1. To lead, manage, support and monitor the year teams; tutors and pastoral support officers.
2. To produce, facilitate and monitor the progress of the strategic development plan for the year group/s to ensure that it makes a significant contribution to the overall school improvement plan.
3. To work with your year group in the development of the Strategic Plan.
4. To be aware of statutory requirements for safeguarding issues and to work closely with the school's designated safeguarding officer to ensure that statutory procedures and the School's policies and procedures are followed.
5. a) To promote and monitor the academic progress of the year group, including groups of pupils with the year group e.g. FSM, SEN, EAL and G & T using the school's academic data monitoring systems to ensure their academic success.
b) To work with the Senior Leadership Team to ensure that pupils who are underachieving in several subjects are mentored and monitored in line with the Impact Programme and other intervention to ensure their academic success.
6. To identify and ensure provision for pupils who need specific support – e.g. mentoring or counselling for able pupils, or underachieving pupils and casework lists of pupils causing concern. This includes attendance at "Behaviour Panel" and writing, monitoring and evaluating Pastoral Support Programmes (PSPs), Risk Assessments and the like to ensure their success.
7. To respond to and act upon the outcomes of quality assurance processes across the year group, such as monitoring homework and work sampling to ensure improvements.
8. To be responsible for analysing behaviour data and producing reports as appropriate, including reports to governors' exclusion panels.

9. To ensure arrangements for regular team meetings: to consult and develop School and Year policy; to share information and to monitor the quality of provision across the Year Group/s.
10. To supervise attendance and punctuality and meet targets set, and to liaise with the attendance lead and outside agencies in accordance with school policy.
11. To be responsible for the induction of new pupils into the year group.
12. To play an active role within the Middle Leader Group.
13. To ensure regular contact between parents, carers and the school. This should include contact between tutors and parents, the organization of report evenings and other meetings where appropriate, for example to monitor the progress of groups and individual pupils within the year group.
14. To seek the views of parents, carers and pupils with regard to overall educational provision within the school in accordance with school strategic plan priorities.
15. To organise parent consultation meetings, briefing meetings and achievement evenings as part of school schedule.
16. To develop and maintain an informed knowledge of the whole year group/s.
17. To hold regular year group assemblies according to school policy.
18. To support the work of Student Voice and the House system and liaise with pupil representatives.
19. To organise and manage cumulative pupil records.
20. To check and distribute reports, progress reports “round robins” according to the school calendar.
21. To develop and co-ordinate the delivery of a relevant tutorial programme.
22. To be aware of the curriculum for the year group, as appropriate, and to be involved in development issues, e.g., options, exam entries, progression.
23. To contribute to discussions over the development of the pupil-progress system, the pastoral system and the curriculum.
24. To provide regular feedback for Pastoral Officers (POs) and tutors in a way which recognises good practice and supports their progress against performance management objectives, resulting in a tangible impact on pupil learning, achievement, welfare and enjoyment.
25. To hold weekly meetings with Pastoral Officers and tutors to ensure good communication, the sharing of good practice, ‘quality assurance’ and the development of a ‘GO Standard’ team.
26. To monitor the setting of homework by teachers of the year group and to monitor the standard of completion by the pupil and to take action to ensure both are of the highest standard.
27. To develop the rewards system with the year group to the level of outstanding.

Working Time

Full-time teaching position - the status of this post shall require the post holder to be flexible with regard to working time arrangements sufficient to meet the requirements of the post

In undertaking this role, the post holder shall ensure that all duties are carried out with due regard to the school's Safeguarding, Health and Safety and other school policies and procedures.

Equality and Diversity

The School has a strong commitment to achieving equality in its service to pupils, parents and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety

The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

Corporate Health and Safety Responsibilities

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

- Understanding the hazards in the work they undertake
- Following safety rules and procedures
- Using work equipment, personal protective equipment, substances, and safety devices correctly
- Working in accordance with the training provided and only undertaking tasks where appropriate training has been received

Employees shall co-operate with the School by allowing it to comply with its duties towards them.

This requires employees to:

- Take part in safety training and risk assessments and suggest ways of reducing risks
- Take part in emergency evacuation exercises

Employees shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager. Employees shall read the School's Health & Safety policy to understand their responsibilities as an employee.

Information Security

In order to protect the confidentiality, integrity and availability of School's information, including information provided by pupils, parents, partner organisations and other third parties, where applicable, employees will comply with the School's Information Security Policy.

Commitment to Safeguarding of Children and Vulnerable Groups through safer employment practice

Broomfield School is committed to safeguarding and promoting the welfare of children and young people. Safe recruitment of staff is central to this commitment, and the School will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children and young people. All staff employed to work with or on behalf of children and young people in the School must be competent.

All staff working with Children & young people should be aware of, and share the commitment to safeguarding and promoting the welfare of children and young people when applying for posts at Broomfield School.

Generic - professional responsibilities from the *School Teachers Pay and Conditions Document, 2018, pp45-46.*

As a teacher the post holder is required to undertake the following duties.

Teaching

50.2. Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.

50.3. Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.

50.4. Participate in arrangements for preparing pupils for external examinations.

Whole school organisation, strategy and development

50.5. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.

50.6. Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

50.7. Subject to paragraph 52.7 supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

Health, safety and discipline

50.8. Promote the safety and well-being of pupils.

50.9. Maintain good order and discipline among pupils.

Management of staff and resources

50.10. Direct and supervise support staff assigned to them and, where appropriate, other teachers.

50.11. Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.

50.12. Deploy resources delegated to them.

Professional development

50.13. Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.

50.14. Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

50.15. Communicate with pupils, parents and carers.

Working with colleagues and other relevant professionals

50.16. Collaborate and work with colleagues and other relevant professionals within and beyond the school.

Please Note: This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. **The post requires clearance by Disclosure and Barring Service (Enhanced Disclosure).**

End of Job Description

PERSON SPEC.: Achievement Director/Head of /Head of Year Group/s	Essential	Desirable	Evidenced by
Qualifications			
A good degree from a recognised university either in the UK or overseas. A PGCE or equivalent teaching qualification. QTS.	✓		Application
Relevant professional development.	✓		Application
Ability to teach your subject to GCSE.	✓		Application
Able to teach at least one other subject to GCSE.		✓	Application
Evidence of further study/research, particularly in the field of education.		✓	Application
<i>A comparable amount of training and experience may be substituted for the minimum qualifications</i>			
Experience			
The knowledge, experience and enthusiasm to help move the school forward in the key role of AD.	✓		Interview
An outstanding classroom teacher at all key stages, resulting in outstanding pupil progress.	✓		Interview
A proven track record of driving through improvement in your subject area.	✓		Interview
Successful pastoral experience.	✓		Interview
Success in providing and organising extra-curricular activities.		✓	
Excellent pedagogical knowledge and experience of using teaching and learning to raise achievement.	✓		Interview
An excellent knowledge of current curriculum issues and developments.	✓		Interview
Experience of developing assessment practice within a department.	✓		Interview
Successful classroom experience in a multicultural school.	✓		Interview
A thorough knowledge and understanding of strategies to meet the needs of a wide range of learners.		✓	Interview
Experience of teaching to Advanced Level.		✓	Interview
Ability to teach at least two subjects to GCSE level.	✓		Application/Inter
Knowledge and Skills			
The ability to lead and motivate staff effectively.	✓		Application/Interview
The ability to raise the achievement of all learners by ensuring that teaching across the department is of the highest quality and is innovative, engaging and enjoyable.	✓		Application/Interview
The ability to use a range of teaching and learning strategies, including ICT, in order to effectively engage students.	✓		Application/Interview
The ability to evaluate rigorously standards of teaching and learning within your department, including through data analysis.	✓		Application/Interview
The ability to use findings from quality assurance and evaluation exercises in order to identify key actions to ensure improvement.	✓		Application/Interview
Excellent classroom management skills.	✓		Application/Interview
Knowledge and understanding of the use of data and target setting.	✓		Application/Interview
Excellent interpersonal skills.	✓		Application/Interview
Excellent written and oral communication.	✓		Application/Interview
A willingness to contribute to the middle leadership role within the school community.	✓		Application/Interview
A good finisher.	✓		Application/Interview
General/Personal Qualities and Characteristics			
A strategic vision for the role of this subject within the curriculum.	✓		Interview
A strategic vision for the Spiritual, Moral, Social and Cultural dimension of this subject across the school.	✓		Interview
An excellent attendance and punctuality record.	✓		Interview
A willingness to learn and develop new skills.	✓		Interview
The desire and ability to contribute towards raising achievement at department level.	✓		Interview
A commitment to high standards and expectations for self, staff and pupils.	✓		Interview
An understanding of and commitment to equal opportunities.	✓		Interview
A willingness to be involved in activities that promote the extended school agenda.	✓		Interview
Resilience and a sense of humour.	✓		Interview
Ability to lead and inspire colleagues and pupils.	✓		Interview
A good communicator with pupils, colleagues and parents.	✓		Interview
A real desire to see every pupil succeed.	✓		Interview
The ability to inspire and enthuse pupils so that this subject is vibrant within the school.	✓		Observation
A lover of hard work and success in finishing projects successfully.	✓		Application
End of Person Specification			