



Notley High & Braintree Sixth Form

Job Description & Person Specification

Position: Raising Standards Leader

Job Title:	RSL
Responsible to:	Headteacher line managed by Deputy Headteacher & Assistant Headteacher
Responsible for:	Line management of Year Teams

Main Purpose

- Oversee the overall academic progress and pastoral welfare of all students in the Year
- Ensure students are encouraged to fulfil potential
- Ensure effective team work is achieved within Year teams
- Ensure positive working relationships are established and maintained with parents
- Carry out the duties of school teacher as set down in the teachers' Pay and Conditions documents.
- The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

Main Tasks – Academic Progress

- To Contribute to:
- Seek to ensure all students achieve academic outcomes in line with prior attainment data
- Attend the Achievement Board to identify students at risk of underachieving to inform allowing appropriate interventions to be actioned
- Support specific students identified by the Achievement Board
- Analyse progress data and monitor appropriate interventions following discussion at Achievement Board and Panel Meetings
- Liaise with Curriculum Leaders, Subject Leaders, SENCO, Deputy Headteacher and Assistant Headteacher as necessary to support identified students
- Produce intervention reports as required for individuals or groups of students

Main Tasks – Pastoral Welfare

- To Contribute to:
- The development, organisation and implementation of the School policy for spiritual, moral, social and cultural development, including the promotion of British values.
- The development, organisation and implementation of the School policy for pastoral care and guidance
- Monitor the ethos and behaviour of the Year group and to plan appropriate interventions where necessary
- To assist the Deputy Headteacher in the determination of appropriate student groupings during the transition phase from primary to secondary school
- The promotion among students of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour
- The development of a growth mindset culture and self-regulated learning



- The handling of individual student disciplinary cases
- Monitoring of attendance and appropriate action implemented following monitoring
- To ensure parents are fully aware of any issue with a student and to ensure appropriate documentation is maintained

Class teacher responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document

The internal organisation, management and control of the academy:

- To contribute to:
- Maintaining and developing the ethos, values and overall purposes of the school
- Organise and administer rewards and sanctions in line with the relevant School policies
- To organise and monitor the use of tutor time
- To organise and lead specific school events which will be relevant to individual Year groups. These will include assemblies, parents evenings, charity events and any other event in liaison with the Assistant Headteacher (Student Wellbeing & Success) and Deputy Headteacher
- To assist colleagues in dealing with students and parents from their House groups

Curriculum Development

To contribute to:

- The development, organisation and implementation of the academy curriculum
- Planning of tutor time activities

The management of staff

- To work with Pastoral Support Managers
- To participate in the recruitment and development of teaching and support staff of the school
- To contribute to good management practice by ensuring positive staff participation, effective communication, and procedures
- To oversee, lead and co-ordinate the work of tutors
- To ensure any Safeguarding issues are directed to the designated person
- To liaise with the SENCO to ensure provision for all students within year groups is suitable
- To keep Line Managers fully informed of all concerns or issues

Relationships

- To be responsible for fostering positive relationships across the school community particularly with parents
- To advise and assist the Senior Leadership Team as required in the exercising of its functions including attending meetings and making reports
- To develop and maintain positive links and relationships with the community, local organisations and employers

Specific Duties

- To organise and chair Year meetings in line with the school's meeting schedule



- To attend regular line management meetings with Deputy Headteacher
- To attend and contribute to SLT and other whole school meetings where appropriate

In addition, you will be required to fulfil any reasonable expectations from the Headteacher

March 2024