



## Job Description

### Post of Achievement Coordinator

The professional duties of all teachers are set out in the STPCD and describe the duties required of all leadership posts. In addition, the requirements of the post Achievement Co-ordinator at Bohunt School Worthling have been set out below. These tasks are not exhaustive and specific responsibilities will be negotiated and renewed with the post holder and in accordance with the post holder's strengths and the strategic development needs of the School.

#### Job Outline

High quality student support is pivotal to the success of individuals and Houses as a whole. The Achievement Coordinators will prioritize this success through their leadership and the effective progress of students in their House.

The Achievement Coordinator will support, track and secure accountability from their team of tutors. They will meet with the Headteacher to support and analyse the tracking of student progress across their tutor groups and secure the health and welfare of students.

Students will achieve through Achievement Coordinators prioritizing the monitoring, tracking and evaluating of the progress of all individuals in their tutor groups, intervening when necessary in ways appropriate to the context.

Specific tasks associated with the role of Achievement Coordinator are:

#### 1. STUDENT PROGRESS

- identification and recognition of good progress
- identification and intervention on underperformance
- Identification, tracking and intervention where necessary on the progress of vulnerable groups, specifically SEND, PPG, LAC, EAL
- Oversee monitoring and review of ISPs in conjunction with SENCO
- Advising and mentoring students on future choices
- Undertaking, where appropriate, additional tasks in order to fulfil this key accountability.

#### 2. LEADERSHIP and MANAGEMENT OF THE HOUSE

- Effective management and monitoring of the welfare of students, including rewards, sanctions, uniform, punctuality and attendance through the team of tutors. Liaising, where appropriate, with Inclusion Manager, External Agencies and Head
- Involvement with transition process liaising with Primaries, parents and students to ensure smooth and effective transfer
- Completion of House Reviews each term to review progress of the House
- Attendance at appropriate evenings that promote the aims of the school (e.g. Transition, parents evenings, future choices)
- Leading Tutor/Associate Tutor Meetings every Half Term, including elements of CPD for tutors
- Leading Bus Duty once a week.

- Monitoring the quality of Tutor Reports and adding further comment
- Undertaking, where appropriate, additional tasks in order to fulfil this key accountability.

### **3. ESTABLISHING POSITIVE RELATIONSHIPS and CARE**

- Leading tutors on the appropriate use of tutor time and empowering them in the use of positive behaviour management, so that students work together in a calm, peaceful environment, feeling safe, valued and respected
- Liaison with parents to ensure clear channels of information and that parental concerns are swiftly addressed
- Referring any Child Protection matters to CPLO
- Undertaking, where appropriate, additional tasks in order to fulfil this key accountability.
- Respond speedily to parental communication and be available for effective home-school liaison
- Respond to requests (under Freedom Of Information) from parents to see student files and to prepare information accordingly
- Oversee effective communication with parents for large group events e.g. whole year, cohort, house activities
- to organise the scheduled year group Parents Evenings, including monitoring of attendance, collection of parent feedback and follow up of absentees

### **4. PROMOTING LEADERSHIP**

- Delivery of House Meetings that recognize the achievements of house members and promote SMSC
- Overseeing House Charity Events and securing involvement from a cross section of students in the house
- Ensuring that Community Duty Weeks are undertaken by tutor groups in line with Duties Calendar
- Undertaking, where appropriate, additional tasks in order to fulfil this key accountability.

**Remuneration: LG 3-5**