



JOB DESCRIPTION

Job Title: Achievement Coordinator
Accountable To: Principal & Governing Body
Responsible To: Assistant Vice Principal

Accountable For:

Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations for the Academy students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Academy so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy's activities and that this in turn ensures that everybody takes pride in all aspects of the Academy's work.

Responsibilities

OVERALL RESPONSIBILITY

- To provide effective leadership, support and management in order to build and maintain an effective team which continually enhances student progress and the development of learning.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Every Child Matters* agenda and Area Child Protection Procedures.
- Organise the Open Evening in the Summer Term prior to intake.
- Organise and manage 'Induction Day', when new students are introduced to Tutors, shown around the buildings and have timetables and homework diaries explained to them.
- Work closely with Form Tutors to make the 'Early Concerns' system effective.
- Become familiar with students' Special Needs and liaise effectively with relevant staff.

GENERAL MANAGEMENT DUTIES

Leadership

1. Be responsible for student progress, development and learning outcomes.
2. Co-ordinate team members and lead by personal example and hard work.
3. Create a vision, sense of purpose and pride in the team.
4. Effectively manage the human resources at the team's disposal, including Teachers and support staff.
5. Play a major role as a member of the middle leadership group in the development of all aspects of the Academy, including its policies and their implementation.
6. Identify and celebrate curriculum areas for their successes.

7. Help create an effective team by promoting collective approaches to problem solving and curricular/academic/learning developments, e.g. consult with the team when writing the improvement plan and producing resources.
8. Chair and produce the agenda for effective team meetings. Ensure minutes are made, kept secure and others informed as appropriate.
9. Make a regular contribution to year meetings– particularly on issues related to academic standards, mentoring and student learning activities.

Curricular/Team Development

1. Contribute towards continuity and progression within the whole Academy Curriculum.
2. When appropriate, manage the academic tutoring programme providing a scheme that seeks to deliver high quality welfare, advice and support to students.
3. Monitor and evaluate academic developments and the quality of teaching in the relevant Key Stage. Take the initiative in identifying strategies to support consistency of practice and lead the team by example.
4. Develop team strategies and procedures (using national and Academy guidelines) for teaching and learning for students with Special Educational Needs and Gifted and Talented students.
5. Work with the AENCO to ensure IEPs are used to set specific targets, and match curricular materials and approaches to student needs.
6. Liaise with team leaders to ensure consistency to deliver cross-curricular themes.

Liaison/Communication

1. Meet regularly and work with the 'SLT link' for professional support.
2. Liaise with colleagues from other Key Stages and sectors in order to provide a smooth transition between phases for all students.
3. Liaise with other team leaders and curriculum co-ordinators in order to have oversight of the implementation of integrated schemes of work, e.g. Numeracy, Literacy, AEN, ICT and Citizenship.
4. Plan, organise and publicise Parents Evenings and special event days.
5. Provide helpful and accurate responses to parent/carers enquiries.
6. Work closely with team leaders to support effective teaching and learning.
7. Attend (with the AENCO) student reviews which are co-ordinated by Social Services.
8. Work with the AENCO and other Learning Co-ordinators in co-ordinating all externally provided services.

Health and Safety

1. Undergo Basic First Aid training and update courses.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development - Personal

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy, changes in the Academy Curriculum and pastoral care.
2. Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

Continuing Professional Development - Staff

1. Co-ordinate and contribute to the provision of high quality professional development through an effective Performance Management programme.
2. Consider the expectations and needs of other members of staff, and in particular ensure that trainees and NQTs are appropriately monitored, supported and assessed in relation to QTS standards and those of the Academy.
3. Maintain a professional portfolio of evidence to support the Performance Management process.

OTHER REQUIREMENTS

1. To promote and safeguard the welfare of children at the Academy.
2. To maintain confidentiality at all times.
3. To be aware of and adhere to all Academy policies and procedures.
4. To carry out any other duties as may be reasonably required by the Principal.
5. To work in support of the Academy Improvement Plan.
6. To take time to read notices, emails, keep to deadlines and carry out duties to the best of your ability.