

<b>JOB DESCRIPTION</b>	
Post Title: Student Achievement Co-ordinator	Grade:  Scale: PO1 35 HPW Term Time + 2 (41 weeks per year)
Department Support Staff (Student Facing)	Responsible to: Senior Pastoral Manager  Responsible for: Student Support Assistant
Role Summary: <ul style="list-style-type: none"> <li>• To support the raising of attainment of all students in the year group.</li> <li>• To plan early intervention programmes to ensure all students in the year group make progress.</li> <li>• To track the attendance and punctuality of students across the year group providing weekly reports for the YTL and monthly progress reports for the Senior Pastoral Manager.</li> <li>• Additional time allocation – Year 7 – Transition/Summer School                Year 8 – Interventions                Year 9 – Interventions/Revision classes                Year 10 – Revision classes                Year 11 – Science Summer School/GCSE results                Year 12 – GCSE/AS results, Science Summer School                Year 13 – AS/A2 results, Science Summer School</li> </ul>	

### **DUTIES & RESPONSIBILITIES**

1. To support tutors to monitor and track attendance and punctuality across the year group
2. To follow up punctuality and attendance issues by liaising with students, parents and the attendance team
3. To provide administrative support to the YTL
4. To set and monitor targets for identified students
5. To complete CAFs as necessary
6. To be the Key Worker for identified students
7. To ensure that attendance and punctuality certificates are produced each half term for identified students
8. To keep records of merits received by all students and to ensure that these records are updated weekly
9. To work with form reps to develop both a year and school ethos
10. To organise and deliver group sessions for vulnerable students and monitor their impact
11. To supervise the dining room and playground each lunch and break time for the year group
12. To be responsible for the allocated Student Support Assistant ensuring that a weekly timetable is in place and regular line management meetings are scheduled.

13. To support the YTL in organising day trips and residentials throughout the year to support students personalized programmes
14. To organise and accompany students to offsite To organise special interest events eg coaching partners programme
15. To deliver assemblies and ensure their smooth running
16. To ensure that there is an effective tutor time programme in place and that regular learning walks are completed during tutor time.
17. To support the YTL and form tutors to ensure that planners, uniform and equipment are monitored regularly
18. To attend KS TIGS and to prepare necessary reports
19. To quality assure data for TIG, Parents Evening, Academic Review Day etc
20. To organise meetings with parents, in consultation with YTL, regarding students of concern
21. To monitor students on report and feedback to YTL
22. To liaise with LS regarding student progress and providing students with appropriate work
23. To ensure that students placed in the internal exclusion room have appropriate work set and that completed work is returned to the subject teacher for marking and to organise and attend the reintegration meeting with parents and students.
24. To be on gate duty at the beginning and end of each day
25. To meet with the YTL each morning to identify priorities for the day
26. To lead the weekly YTL morning briefing in the absence of the YTL
27. To attend TAC meetings at the direction of the YTL
28. To coordinate Parents Evening, Academic Review Day and other events.
29. To monitor the provision and attendance at enrichment activities producing half termly reports.
30. To lead the induction and monitoring of new students to the year group, including completing admission interviews
31. To manage and organise a variety of support functions and to be responsible for and ensure that stock provisions are maintained and kept tidy. To provide hospitality for events that may occur before, during and after the school day.

The postholder must demonstrate a flexible approach in the delivery of work. Consequently the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

## **Training**

The postholder will be required to undertake training as required to be effective in carrying out all duties.

## **General**

- Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
- Complying with the school's Equal Opportunities and other policies and assisting with their development and promotion within the school.
- Ensuring comprehensive procedures notes are compiled for key tasks.
- Any other duties commensurate with the grade of the post.

*This Job Description is not intended to be prescriptive. The needs of the school may change and this could necessitate revision in the future and amendment at any time, following appropriate consultation.*

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### **EQUAL OPPORTUNITIES STATEMENT**

Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

### **COMMENSURATE STATEMENT**

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

### **CHILD PROTECTION**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

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Signed \_\_\_\_\_ Date \_\_\_\_\_  
Postholder

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Headteacher

Person Specification for the Post of <b>Student Achievement Coordinator</b>		Ess	Des	Evi
<b>Knowledge</b>	1. A basic understanding of the education system and a willingness to learn			
<b>Qualifications &amp; Experience</b>	1. NVQ II or equivalent 2. Experience of working in a secondary school environment. 3. Excellent IT skills including Word, EXCEL, email and the internet. 4. Highly developed organisational skills. 5. Experience in the use of electronic data transmission. 6. A wide ranging experience of managing a group of staff in a pressurised environment with competing and rapidly changing priorities. 7. Experience of co-ordinating and delegating the work of a team.			
<b>Leadership and Management Framework</b>	1. The ability to work as part of a team. 2. The ability to communicate effectively with individuals and groups of students, teachers, parents and other members of staff. 3. The ability to establish and maintain effective working relationships with teachers and other members of staff. 4. The ability to accept guidance and direction from teachers. 5. The ability to keep written records 6. A willingness to undertake training to ensure that the roles are effectively carried out. 7. A commitment to the LA's Equal Opportunities Policy. 8. A commitment to ensuring every student achieves his or her very best.			
<b>Engaging With Others</b>	1. Excellent interpersonal skills and communication skills to deal with staff, pupils, borough staff, Governors and outside agencies, including the ability to promote the image of the school. 2. An understanding of the necessity for maintaining strict confidentiality, where appropriate.			
<b>Valuing Diversity</b>	1. Experience, or empathy with, working in a multicultural environment			
<b>Learning Effectively</b>	2. IT literate and willing to undertake further training as required. 3. A commitment to continuous professional development.			

<b>Other</b>	1. A satisfactory Enhanced DBS disclosure			
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