



JOB DESCRIPTION – ACHIEVEMENT LEADER FOR UPPER PHASE (YEAR 9-11 ROTATION)

TLR1.1

Line Manager – SLT member

The job description that follows recognises that the core purpose of the role of the Achievement Leader is to provide professional leadership and strategic direction to promote the Achievement of students within their Year group. 'Achievement' encompasses the following aspects as the strongest foundation for academic achievement:

- Independent Learning
- Attendance and punctuality
- Student well-being
- Extra-curricular involvement
- Approach to learning in lessons
- Positive behaviour

In addition to the responsibilities set out in the national teaching standards there are specific responsibilities for the role of Achievement Leader (Upper Phase Year groups):

Responsibilities and Tasks

Strategic Leadership

- To fully support and promote the school's Code of Conduct (*Ready, Respect, Strive*) to develop and support a positive ethos across year groups
- To actively seek out the latest developments and best practice in attaining high standards in student achievement and to disseminate these to relevant members of staff
- To develop, communicate and implement a strategic vision for student achievement and progress
- To contribute to the formulation and implementation of school policies in relation to all aspects of student achievement and to assist in the update of these policies as necessary
- To ensure the effectiveness of the tutor role
- To attend or convene meetings to support student achievement, including Achievement and attendance meetings, Pastoral Support Plan (PSP) meetings, student progress reviews, Achievement Support Plan (ASP) meetings, Critical Friend meetings, SLT meetings and governor meetings
- To produce termly self-evaluation reports including analysis of data in relation to all aspects of student achievement



Operational Leadership

- To be a figurehead for the year group, modelling and sharing good practice in relation to ensuring high standards of achievement for all students
- To lead weekly assemblies for the year group taking every available opportunity to share and celebrate the success of students
- To work with the Inclusion Manager, the SENCO and external agencies to ensure appropriate support is provided to all students
- To support the implementation of the Behaviour for Learning policy to ensure a positive learning environment for all
- To carry out regular quality assurance activities across subjects including PSHE and tutor time
- To assess incidents of serious poor behaviour and to liaise with SLT and Student Support to identify appropriate consequences and opportunities for restorative practice
- To work with form tutors, the attendance officer and external agencies to ensure the highest possible levels of attendance of students in the year group and to coordinate interventions where required
- To ensure that accurate and easily accessible records are kept on each student and that key information from these records is disseminated appropriately
- To ensure that strategies for the effective use of data and target-setting for the year group are consistently applied and reviewed as necessary
- To ensure that students in challenging circumstances have full access to the curriculum and extra-curricular activities
- To work with departments to identify and implement appropriate academic or behavioural interventions where student achievement is at risk across multiple subjects
- To ensure that reporting and feedback to students and parents across the year group is supporting student achievement
- To oversee the smooth transition of mid-year admissions and students on managed moves to and from other schools
- To maintain timely, proactive and effective communication with parents including attendance at parents' evenings for the year group
- To plan opportunities for students to develop their wider learning by exploiting opportunities for personal development outside the classroom

Personnel Leadership

- To ensure that the Achievement Leaders and Pastoral Support Assistant work as an effective team and maintain daily contact, alongside the Assistant Achievement Leader
- To lead, manage and support the team of tutors and quality assuring the work to ensure consistency of approach
- To play an active role in staff professional development, including appraisal where agreed
- To ensure that tutors are actively involved in the development and implementation of processes and practices related to student achievement
- To provide effective induction for new staff in the role of form tutor
- To ensure that there is a safe working environment in which risks are properly assessed
- To challenge underperformance and work with staff to remove barriers to progress



Responsibilities specific to individual year groups

Year 9

- To work with the SLT member responsible for the options process to ensure smooth transition of the year group into year 10
- To liaise with HODs in order to place students in appropriate classes as they move into Year 10
- To establish termly updates with HoDs of core subjects

Year 10

- To liaise with HODs to ensure a smooth start to Year 10 identifying early any issues with students in particular classes and agree actions as required
- To liaise with the school exams officer to ensure all students are entered for the appropriate Year 10 trial exams
- To lead the tutors in ensuring high standards of student conduct in exams including efficient entry and exit of exam spaces
- To support the Work Experience Coordinator in ensuring that all students secure suitable placements
- To coordinate achievement meetings with identified students following trial exams

Year 11

- To liaise with the School Exams Officer to ensure all students are entered for the appropriate exams (both trial and terminal)
- To work with form tutors to support the end-of-year activities including Leavers' assembly, year book and prom
- To lead the tutors in ensuring high standards of student conduct in exams including efficient entry and exit of exam spaces
- To coordinate arrangements for study leave during terminal exams
- To coordinate achievement meetings with identified students following trial exams
- To liaise with Achievement Leader for Year 8 to ensure effective transition of Year 8 to Year 9