



## **Job Description**

**Post Title:** Achievement Leader  
**Reports to:** Senior Leadership Team

- To monitor and be accountable for the achievement and progress of pupils within a year/ phase
- To analyse assessment data and identify areas of under achievement, implement appropriate interventions and evaluate their effectiveness
- To be a member of the Achievement Leader Team
- To report to the Senior Leadership Team who oversee Achievement and Teaching and Learning across the school
- To lead meetings for planning, moderation of work and pupil progress
- To work with a year/ phase team to ensure effective communication, continuity and dissemination of information
- To raise standards of teaching and learning through identifying strengths and weaknesses and ensure that an appropriate support plan is implemented that is reviewed regularly
- To support new staff and offer appropriate induction
- To lead training as appropriate
- To identify their own training needs and actively participate in their appraisal
- To actively promote The Enfield Learning Trust and be a model of excellence

### ***This is in addition to the Class Teacher Job Description***

#### **Other Responsibilities:**

To undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

The postholder shall ensure the duties of the post are undertaken with due regard to the school's Health & Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The postholder shall carry out these duties with due regard to the Trust policies, procedures and priorities.

#### **All Enfield Learning Trust Staff Will:**

- Promote equality of opportunity
- Follow Safeguarding Guidelines and Child Protection policy/procedures
- Contribute to producing/delivering priorities in the School Improvement Plan
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management

- Promote positive attitudes and behaviour
- Contribute to the smooth day to day running of the trust
- Be committed to achieving the trust values
- Work to develop the school as a successful inclusive trust
- Respond promptly to concerns from parents, staff or students
- Promote the trust in the community
- Work in partnership with all colleagues including the Local Education Committee and Board of Trustees
- Support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

*All Enfield Learning Trust Schools are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.*

### Person Specification

References (R) Interview (I) Application form (A)

Qualifications	Essential	Desirable	Evidence
Qualified Teacher Status	X		A
Degree	X		A
Management Qualification / Experience		X	A R I
Evidence of participation in professional development relevant to a middle leadership role		X	A I

Experience	Essential	Desirable	Evidence
To have successful teaching experience of one or more key stage in the primary age range		X	A I
Able to show an understanding and experience of excellent teaching within the primary phase	X		A I
To have led colleagues successfully through an aspect of school improvement		X	A I
To have successfully led a subject or school development plan project across the school		X	A I
To have a thorough knowledge of the new National Curriculum – including EYFS		X	A I
To have initiated and implemented strategies to develop the quality of teaching and learning across the school		X	A I
Experience of effective teaching, assessment and target setting	X		A I
Experience of delivering CPD	X		A I
Positive contribution to wider life and ethos of whole school community	X		A I

<b>Knowledge and Understanding</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
A clear understanding of the essential qualities necessary for effective teaching and learning, up to date knowledge of statutory regulations and guidance and the Ofsted framework	X		A I
Effective leadership in relation to raising progress and attainment	X		A I
Ability to help refine our approach to curriculum planning, assessment and reporting to increase pupil achievement	X		A I
Understanding the role of parents and the community in school improvement	X		A I
Ability to develop the whole school-learning environment, whether physical or virtual, to improve pupil engagement, raise achievement and provide a stimulating space to learn and play	X		A I
An excellent classroom practitioner, delivering at least consistently good and frequently excellent lessons, and the ability to demonstrate excellent practice	X		A I R
To have good organisational skills, and can work to deadlines	X		A I R
To have the ability to be able to manage, lead and motivate staff, working collaboratively and effectively with others	X		A I R
The ability to analyse data, to evaluate the performance of pupil groups, pupil progress and attainment and plan an appropriate course of action for whole school improvement	X		A I
The ability to develop and review whole school systems to ensure robust evaluation of school performance and actions to secure improvements		X	A I
Strengths in E-learning and teaching through ICT		X	A I
Experience of using data analysis and other management Software		X	A I
Experience of dealing with situations that may include tackling difficult incidents and conflict resolution		X	A I
Knowledge of effective intervention and assessment strategies	X		A I