****

**Job Description for Head of Achievement**

**Pay Scale**: MPR1 to UPR3 - £30,000 to £46,525

**Grade:** TLR 1B (£11,410 pa)

**Key Purpose:** To provide professional leadership and management of a year group (and year team) in order to secure excellent pupil outcomes. To promote high standards of challenge and support in all aspects of pupils’ learning and personal development. To promote a positive, respectful culture and ensure high standards of behaviour from pupils.

**Responsibilities:** In accordance with School Teachers’ Pay and Conditions Document with specific responsibility for:

**Leading and managing a pastoral team and year group**

This post has line management responsibilities for all tutors associated with the year team, the pastoral manager and the work of any support staff or outside agency staff working with or for the year group. The post holder will be required to:

* Lead input into an agreed programme of learning activities/PSHE in tutor time and ensure that each member of the tutor team contributes and participates
* Monitor actions taken by form tutors to focus individual pupils on their agreed targets
* Monitor and evaluate the contribution and impact of support staff and outside agencies on the success and well-being of individuals or groups of pupils
* Meet with line manager regularly to review issues relating to academic progress, behaviour for learning, attendance and well-being of the year group
* Take day-to-day responsibility for pastoral care, welfare and safety of pupils in year group
* Work with others to ensure that vulnerable pupils including those with SEND and disadvantaged pupils are highly supported
* Lead and oversee the investigation of and response to incidents of poor behaviour, liaising where necessary with Senior Leaders

In accordance with the criteria and factors for Teaching and Learning Responsibility Payments you will be required to meet the following standards whilst working with other relevant teachers in the department.

1. **Leading, developing and enhancing the teaching practice of others**
* Act as a role model of good practice for form tutors and teachers, guiding them on the appropriate level of support and challenge for pupils in their care
* Ensure that procedures on punctuality and accounting for any absence are followed efficiently
* Through regular observation of tutor time for each tutor group to assess the effectiveness of each tutor in the application of whole school policies and PSHE delivery
* Plan and lead year-based activities and events to encourage pupils to appreciate their role within the school, local, national and global communities; support the House (rewards) system
* Induct, support and monitor new tutors
* Tutors are supported and guided to ensure the smooth running of the school assessment and reporting system
* Lead on and uphold the school expectations of behaviour, attendance, punctuality and uniform
1. **Impact on pupil attainment, progress and wellbeing**
* Scrutinise pupil data and lead on implementation of wide range interventions for individuals and groups of pupils. Co-ordinate intervention and support programmes for individual pupils identified in liaison with the SENCO, heads of department and any appropriate external agencies
* Initiate prompt communication with parents in response to concerns at school or from home
* Liaise with support staff and outside agencies, in consultation with line-manager, to secure support where necessary
* Lead on strategies to promote high standards of pupil behaviour and attitudes to learning and ensure that the school’s behaviour and rewards policies are implemented and reinforced consistently and effectively
1. **Accountability for leading, developing and managing pupil development and safeguarding**
* Provide the Headteacher and other key staff with relevant attainment, attendance and welfare data on request and as part of the school internal review programme to contribute to overall school self-evaluation
* Interview prospective pupils, secure data from previous school, assign pupil on admission to a tutor group. Oversee the base-line assessments and induction of new pupils, particularly mid-year admissions
* Undertake leaving procedures for pupils who move school. Prepare references in response to requests from recognised bodies for pupils who have left
* Oversee the preparation of paperwork required for individual pupil plans and ensure agreed action is carried out
* Assign duties to support staff to ensure that all individual pupil files are kept in good order
* Lead year team meetings according to published calendar with agenda issued one week ahead and minutes circulated within one week
* Organise Parents’ Evenings and other calendared events relating specifically to the year group and in response to individual and group needs as they arise
* Lead weekly year group assembly which promotes SMSC understanding
* Oversee the implementation of the school reporting system so that tutors are confident in their analysis of pupil progress and well-being for both individuals and groups of pupils
* Be confident and skilled at using the school tracking, monitoring and intervention systems so that data analysis informs action planning for all individuals and groups of pupils
* Produce the annual Year Office Improvement Plan and SEF – focusing on key issues, events and processes for specific year group and co-ordinate the implementation of actions by relevant staff.
* Ensure that safeguarding procedures relating to well-being and safety of pupils are understood and observed by all members of the year team
* Lead TAC, TAF and multi-agency meetings – and prepare appropriate paperwork – when required, in liaison with outside agencies to secure effective provision for pupils with more complex needs
* Maintain high expectations of pupil attendance and punctuality with pupils and tutors and ensure that the Attendance Policy and procedures are followed
* Take care to follow the safeguarding procedures for any child at risk and ensure that the year team are familiar with all aspects of safeguarding, including child protection
1. **Monitoring Attendance**

Assume responsibility for pupil attendance and the welfare of pupils with medical conditions by monitoring systems in place to promote good attendance and to safeguard pupils with medical problems through:

* Fortnightly meetings with the Attendance Assistant to identify pupils at risk of poor attendance - <95% - to agree and follow up on action
* Report termly to DHT, SLT and governors on attendance data for all pupils in the year group
* Explore and promote strategies to reward good attendance
* Monitor the attendance of pupils with conditions that require absence for medical attention through liaison with the Year office, the Welfare office and pupil interview. Provide feedback at Individual Health Care Plans as appropriate. Support with risk assessments, when appropriate
1. **Additional Responsibilities**
* Lead a whole school project/strategy/development area as required
* Be responsible for promoting and safeguarding the welfare of children and young persons for whom the post holder is responsible, or with whom s/he comes into contact, by adhering to and ensuring compliance with the relevant Trust/School Safeguarding Child Protection Policy and Procedures at all times. If, in the course of carrying out the duties of the role, the post holder identifies any instance in which a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Designated Safeguarding Lead so that a referral can be made accordingly to the relevant third-party services
* Contribute to the ethos of the school by promoting care and courtesy in the community and enforcing the codes of behaviour and uniform at all times, both inside and outside the classroom
* Contribute actively to general supervisory duties in accordance with school policy
* Take part in the appraisal process in accordance with national policies and those of The De Curci Trust
* Attend Core CPD as required
* Contribute to the period 6 programme
* Comply with the requirements of the National Standards for Teachers, Springfield’s Staff handbook and all school/trust polices
* Fulfil the duties of a classroom teacher
* Fulfil any other reasonable duties as requested by the Headteacher
1. **Miscellaneous Notes**

From time to time, teachers may be required to teach outside of their first subject. If this is required, then appropriate subject support will be made available.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's policy published in the Staff Handbook and have regard to the Teachers' Conditions of Employment and the National Teachers’ Standards.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and may be subject to modification or amendment after discussion.

You will be based predominantly at Springfield School. However, as you will be appointed to The De Curci Trust, you may be required to work in any of The De Curci Trust’s academies or in any of the schools/academies that the Trust is supporting as reasonably directed by the CEO. The ability to travel independently between DCT academies/schools is therefore essential.