**JOB DESCRIPTION**

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| Job Title:  | **Head of Year 11/ Nurturing Excellence Coordinator** | Salary: **Teacher + TLR2b** |
| Location:  | **Meadow Park School** | Line Manager: **Assistant Headteacher** |

#### Job Purpose

To lead on Year 11 pastoral development and academic outcomes. To promote Nurturing Excellence through the curriculum and wider offer within the school, ensuring Nurturing Excellence has a high profile for students, parents and staff at Meadow Park School. To support the drive for improved outcomes for all students and academic excellence.

The key tasks of the role are to:

* Be responsible for Year 11 pastorally and in terms of academic outcomes
* Ensure the delivery of high-quality intervention activities and opportunities to students across the school but with a particular focus on academic outcomes for Year 11, linked to our school value of Nurturing Excellence
* Ensure an effective Tutor Time programme for Year 11 which embodies Nurturing Excellence and promotes strong academic outcomes
* To co-ordinate, plan and monitor the delivery of an intervention programme across the curriculum, which supports students in Nurturing Excellence and takes into consideration any gaps that may arise in students’ learning and experiences through cultural capital and lost learning (such as Covid or long-term absence)
* Liaise with staff to ensure a broad range of experiences and interventions are offered to students throughout the year which support Nurturing Excellence and are targeted at specific groups of students such as (but not limited to) High Prior Attainers, high attaining students and those with the potential to be high achieving in order to support academic outcomes
* Track the engagement of students in these activities and interventions, to ensure that all students have access to these experiences, with a particular focus on High Prior Attainers and other groups of students to be determined
* Track the engagement of students in these programmes against their Attitude to Learning and attainment / outcomes and review and adapt according to demonstrate a positive impact in terms of outcomes
* Track the progress of Year 11 students in all subject areas to ensure their targets are met or exceeded
* Liaise with the Assistant Headteacher and Careers Advisor to ensure a broad range of career and further education opportunities are shared with students to fit with high attaining and high aspirational students; and signpost access to their chosen destinations and careers, with a particular focus (although not limited to) students who are high prior attainers or high achieving students
* Liaise with the Head of Sixth Form to ensure Year 11 students have information and access to the school’s Sixth Form provision as appropriate
* Develop knowledge and keep abreast of external strategies, skills and experiences linked to Nurturing Excellence, raising attainment and academic outcomes and respond accordingly; developing links between local and national initiatives
* To liaise with the Assistant Headteacher for Teaching and Learning to provide strategies for staff to support students improving outcomes, particularly high attainers and Year 11
* To liaise with the Assistant Headteacher for Teaching and Learning to explore initiatives such as PiXL and how they impact positively for high achieving students and those high prior attainers and Year 11
* To work with other leaders, such as Growing Aspirations Co-ordinator, Thriving Together Co-ordinator and Careers Advisor to develop a programme for engagement with universities including student visits to universities and visits to Meadow Park School
* Develop a programme of external speakers who motivate and support students through Nurturing Excellence
* Provide CPD for teaching and non-teaching staff to develop quality first wave teaching which will support students with Nurturing Excellence
* Develop and maintain links with local and national business, universities, charities and organizations which will support students with Nurturing Excellence
* Celebrate achievements as often as possible
* Develop characteristics for students such as resilience, independence, critical thinking and growth mindset linked to Nurturing Excellence
* Develop and maintain links with parents in order to ensure that Nurturing Excellence and educational achievement are high profile. Enable and engage parents and carers, informing them of what is planned and how they can support their child
* Measure the performance and impact of the intervention programmes and to keep abreast of participation, achievement and progress
* Liaise with the Whole School Pupil Premium Leader to ensure PP students have access to the curriculum and enrichment / interventions to support Nurturing Excellence
* Liaise with the Whole School EAL Leader to ensure that EAL students have access to the curriculum and enrichment / interventions to support Nurturing Excellence
* Manage the Nurturing Excellence budget and produce reports, action plans and policies as appropriate
* Working alongside the Assistant Head and Educational Visits Coordinator to ensure trips, visits and activities have the necessary paperwork, risk assessments and documentations to take place.
* Ensure a programme of Quality Assurance of any activities within the school and via external providers
* Celebrate the successes and achievements of all young people involved in Nurturing Excellence activities and maintain a high profile for the award with students, parents, outside agencies and school staff.

#### Qualities and Attributes

**Essential:**

* An ability to communicate with adults and young people, both verbally and in writing
* An ability to organise and plan effectively
* Able to provide inspirational leadership and motivate young people
* Build, maintain and facilitate effective working relationships with a wide range of people
* Plan, manage and monitor own tasks and time
* Strong background in improving outcomes, particularly for those 5+ grades and high prior attainers

**Desirable:**

* Knowledge of current issues affecting young people
* Experience of working with external agencies, charities and organisations to develop outcomes
* Experience of leading whole school CPD

**Additional qualities:**

* Integrity.
* Respected decision maker.
* Committed to ensuring high standards.
* Flexible approach.
* Self-motivated.