

## **JOB SPECIFICATION**

**DEPARTMENT:** Maths – KS3 & KS4

**JOB TITLE:** Raising Attainment & Progress Leader (TLR2A)  
(Higher Ability Pupils & Numeracy)

**Raising Attainment & Progress Leader will be RESPONSIBLE FOR:**

- Implementing school policies relevant to KS3 and KS4 including those relating to behaviour, homework, assessment/marking, literacy, numeracy, ICT, SMSC.
- Ensuring that all students can (and do) make at least the minimum expected progress throughout KS3 and KS4.
- Ensuring that effective tracking of students' progress is in place throughout KS3 and KS4 and supporting any underperformance with intervention programmes whose impact is closely monitored.
- Ensuring that the core values of the Bridge Academy Trust (Enjoy, Enrich, Achieve) are fully expressed by the department.
- Support the Curriculum Leader to create and develop appropriate schemes of work, lesson plans and assessment tools taking into account the need for differentiation and the inclusion of ICT, literacy, numeracy, SMSC.
- Liaising with other Middle Leaders and RAP Leaders.
- Setting and moderation of internal examinations.

**KS5 Raising Attainment & Progress Leader WILL BE ACCOUNTABLE FOR:**

- The standards (this includes the attainment outcomes and progress outcomes) reached by all students throughout KS3 and KS4, including those who are more able and 'vulnerable'.
- The standard/quality of teaching delivered throughout KS3 and KS4.



**KS3, KS4 Raising Attainment & Progress Leader will ASSIST SUBJECT LEADER IN:**

- The evaluation of the quality of teaching and learning.
- The provision of appropriate training.
- Carrying out, following consultation, any other reasonable task determined by the Headteacher, including deputising in the event of the Subject Leader's absence if required and representing the faculty on relevant school working groups e.g. the Teaching and Learning Community.

**Expectation of ALL staff at Notley High School & Braintree Sixth Form:**

**General:**

- Understand and apply school policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development.
- Attend relevant school's meetings as required.
- Respect confidentiality at all times.

**All staff are expected to:**

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all School and Trust policies are adhered to.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.

Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

(September 2022)