



Assistant Achievement Coordinator

Application Pack



Head Teachers Welcome

Dear Applicant,

Thank you for your interest in this post. I hope that you will find our information useful and that you will decide to apply for the post. Hodge Hill College is a dynamic and innovative place to work. It has undergone massive improvements in the last six years during which time our exam results have increased significantly year-on-year and our campus has been transformed. We are a happy, confident school with a track record of innovation. In October 2021, OFSTED endorsed our view that we are a good school. We believe that our potential is far greater and continue to strive to reach this goal.

GCSE results have increased significantly, with a strong performance in all curriculum areas leading to high A8 and P8 scores. If your application were to be successful, you would be joining a creative, professional environment and a team with a strong sense of purpose and commitment to ensure all our pupils achieve. As a new colleague, you can look forward to a strong support network to help you progress in your career.

We want to recruit dedicated, dynamic, committed people, who will help us further improve outcomes for all our pupils. So, if this brief snapshot of the school appeals, and if you think you have what it takes to work with us, we look forward to receiving your completed application form.

If you have not received an invitation to interview within two weeks of the advertised closing date, please assume that an appointment has been made.

Yours faithfully,

Hannah Herrmann

Headteacher

Assistant Achievement Coordinator Job Description

Safeguarding Statement

Hodge Hill College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be requested to apply for Enhanced Disclosure from the Disclosure and Barring Service, although a criminal record will not necessarily be a bar to obtaining the position.

Post Title:	Assistant Achievement Coordinator
Responsible to:	Achievement Coordinator; Aspiring Leader: Pastoral; Assistant Head Teacher: Behaviour & Attitudes; Deputy Head Teacher: Behaviour & Safeguarding
Liaising with:	Leadership Team, Achievement Coordinators (AC's), Other Assistant Achievement Coordinators (AAC's), DSL, Faculty Leaders, Subject Leaders, Enhanced Provision Department, Main School Office, Data Team and Relevant Teaching Staff, Plus External Agencies and Parents/Carers
Working Time:	Term Time only plus 2 weeks of banked hours to cover after school events including parent's evenings, trips etc
Salary	Grade 4 - £33,366 to £40,476 Pro rata actual from £30,763 – 38,029

1. Job Purpose

- Support the Achievement Coordinator (AC) in improving, monitoring and evaluating pastoral strategies. Support Achievement Coordinators in day-to-day leadership and management of the year group.
- Monitor and track pupil data related to attendance, attainment, behaviour, homework and punctuality to identify key areas which may require improvement and implement effective strategies to meet and exceed national averages for attendance.

2. Duties and Responsibilities

Support Standards

- Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety.
- Respond to and take steps to resolve relationship issues between students.
- Provide general student support, e.g., lost items, upset pupils, etc.
- Make attendance calls throughout the school day to follow up on absence.
- Monitor punctuality throughout the school day and follow up as necessary.
- Monitor attendance at detention – use My Ed system to inform parents of detentions.
- Follow up attendance and punctuality matters, including for agreed target students and contact or meet with parents.
- Complete weekly attendance monitoring report for allocated year group. Collect and collate statements relating to incidents, following up directly when appropriate.
- Issue, collect, and follow up reports for identified students with regards to attendance and punctuality.
- Contribute to pastoral support plans.
- Be aware of and comply with policies and procedures relating to child protection and all aspects of safeguarding children.
- Liaise with external agencies on behalf of the year group.
- Contribute to the provision and organization of the mentoring program to raise attainment in the year group.
- Contribute to the organization of year group events and programs.
- Contribute to year briefings as requested.
- Mediation work with young people.
- Coordinating restorative justice programs.

- Mentoring key students.
- Managing Behaviour at changeovers.
- Positive behaviour presence in allocated areas.
- Focus on Behaviour for Excellence.

Communication

- Be the first point of contact for parents, responsible for dealing with issues when appropriate and referring to other staff for action.
- Ensure contact is made with parents for any incidents dealt with, such as bullying or racial incidents.
- Produce appropriate records of incidents dealt with, including bullying and racial incident files.
- Arrange for work to be set and collected for any student absence.
- Seek reports on student progress from staff.
- Arrange parental appointments for the Senior Leadership Team and Achievement Coordinator.
- Disseminate year group information.
- Ensure attendance and punctuality letters are sent out and logged.

General

- Attend year team briefings and attendance monitoring group meetings as requested.
- Assist with on-call duties if appropriate.
- Assist in break, lunch, and detention supervision as required.
- Represent the school in a manner consistent with its ethos and values.
- Contribute to school development through identified communication and consultation channels.
- Respect the confidential nature of information relating to the school and students.
- Update and maintain pupil filing.

Other Duties

To ensure all tasks are conducted under a professional standard and adhering to the department's operational standards:

- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Be aware of and adhere to school policies and procedures as set out in the staff handbook and other documentation available, including safeguarding and child protection, Health & Safety, Staff code of conduct, data protection etc. Reporting any concerns to an appropriate person.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
- Ensure all tasks are carried out with due regard to Health and Safety.
- Act as an additional First Aider for the school and assist in the swift and orderly evacuation of the school, as per the Critical Incident Policy.
- Undertake planned supervision of pupils' out-of-school hours learning activities and supervise pupils on visits and trips.
- Undertake appropriate professional development, including adhering to the principle of performance management.
- Adhere to the ethos of the school.
- Promote the agreed vision and aims of the school.
- Set an example of personal integrity and professionalism.
- Attend appropriate staff meetings and parents' evenings.
- Adhere to school policies and procedures as set out in the staff handbook and other documentation available.

Within the grade and job description of each level the exact focus of the role will be decided at school level and will take into account the needs of the school as well as the experience and development needs of the member of staff

Assistant Achievement Coordinator Person Specification

	ESSENTIAL	DESIRABLE
INITIAL QUALIFICATIONS	5+ A*-C grades at GCSE (or equivalent) including English and Maths	Qualified to degree level
FURTHER QUALIFICATIONS & PROFESSIONAL DEVELOPMENT	Recent, relevant in-service training in current educational practice, including management	
EXPERIENCE	Experience of working in a secondary school	
SKILL & ABILITIES	<ul style="list-style-type: none"> • Good behaviour management practice, skills, knowledge and understanding • Good administrative skills • Good communication and interpersonal skills • Good time management skills and ability to set and meet deadlines • Ability to interpret data and to identify trends • ICT competency • Enthusiastic and hardworking • Leading by example • Self-starter, ability to be self-reflective • Ability to contribute to Pastoral Management team • You must be able demonstrate your suitability to work with children and that this will include motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour, and attitudes to the use of authority and maintenance of discipline (as part of the safeguarding process) 	
OTHER	<ul style="list-style-type: none"> • A willingness to take responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with • No contra-indications for working with children (as part of the safeguarding process). • A commitment to involve parents, Governors and the community in the work of the school • Set self and others high standards and targets and achieves • An awareness and understanding of, and a commitment to, equal opportunities • A passion for enabling every child to achieve their best. • A conviction that pupils are central to everything we do. 	

All offers of appointment are subject to:

1. A satisfactory enhanced Disclosure and Barring Service Check
(For those who will be engaging in regulated activity, with barred list information)
2. At a minimum two Satisfactory References. One of which should be your line manager in your present or most recent employment, or if you are at school, college or university leaver, your Headteacher or Tutor.
3. Verification of identity
4. Verification of right to work in the UK
5. Verification of mental and physical fitness to carry out work responsibilities
6. Any additional checks needed for time spent living or working overseas
7. Qualification checks as outline on your application form
8. A check that you are not subject to a prohibition order issued by the secretary of state
(For teachers only, teaching assistants and pastoral staff)