

School: Thorpe St Andrew School and Sixth Form

Job Title: Raising Achievement Co-ordinator

Grade: Scale E (37 Hours Per Week – Term Time Plus Two Weeks)

Responsible to: Assistant Principal
SENCO

PURPOSE AND SCOPE

To undertake such activities to ensure identified groups of students achieve, or better, their target grades.

PRINCIPAL DUTIES

- Plan and deliver 1-2-1 and group intervention sessions with identified students on a range of subjects that may be hindering individual learning. The primary focus will be raising standards in all subjects at Key Stage 3 and 4 (Mathematics and English preferred).
- To provide in class support for named students, where and when required, in liaison with the Assistant Principal.
- To plan and deliver a wide range of extra-curricular activities which promote learning, good behaviour, better social skills and well-being.
- Liaise with staff and other relevant professionals and provide information about students as appropriate.
- Provide high quality targeted academic mentoring to identified students.
- Contribute to the development and implementation of Individual Learning Plans for students and attend and contribute to reviews.
- Support Key Stage 2 - 3 transition by the delivery of transition activities to ensure smooth transition and induction for Year 6 students to the School.
- To assist where and when necessary with the induction of students other than in Year 7.
- To liaise with Heads of Year to keep them well informed about their students which you mentor/support.
- Support the role of parents/ carers in students' learning and contribute to meetings as appropriate.
- Act as a Cover Supervisor to provide cover for lessons as required.
- Run after school catch up programs for vulnerable students as required.
- To attend team and School meetings and those that are specifically in relation to the students that you mentor/support, such as pastoral support programmes or liaison with multi agencies.
- To maintain accurate records on named students which measure the impact of your intervention.
- To provide regular written reports on your work as Raising Achievement Co-ordinator.
- To undertake any other duties within the scope of the post.

Staff Training Days

- 3 days to be taken as full days with Teaching Staff.
- 7 days to be disaggregated to (1) support school events (2) independent work or (3) CDP throughout the year as twilights as directed by Line Manager.
- Cover general enquiries during holidays when in school.
- Respect confidential issues linked to home/students/teachers school work and to keep confidence as appropriate.
- Keep up to date with the Trust's procedures for safeguarding and child protection, reporting and concerns to a Designated Safeguarding Lead.

APPRAISAL

- All employees will participate in the Trust's arrangements for appraisal, professional development and any other arrangements for quality assurance and internal verification.

It is the Trust's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected:

- to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- to have a flexible approach to work and be willing to work outside of the normal working day, as required, to meet the needs of the role and school.
- to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This job description is current at the date shown but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The Trust is committed to promoting a diverse and inclusive community and a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements and services to support staff from different backgrounds.

June 2023