

<p><b>Sir Henry Floyd Grammar School</b></p> <p><b>Job Description: Raising Achievement Officer</b></p>
<p><b>Working with students</b></p> <ul style="list-style-type: none"> <li>• Mentoring Coordination &amp; some mentoring of individuals</li> <li>• Coordination of Buddy/Mentor Programmes</li> <li>• Supervision of study/ and/or detention</li> <li>• Collating and delivering work for students on exclusion or long term illness</li> <li>• Provide support and structured sessions for subject withdrawal students</li> <li>• Cover registrations when required</li> <li>• Accompany students on educational visits if required</li> </ul>
<p><b>Communication/External agencies</b></p> <ul style="list-style-type: none"> <li>• RA Team reception (backup)</li> <li>• Liaising with Heads of Year on Pastoral Support Plans and student progress</li> <li>• Following CAMHS referral advice and building case studies for referral</li> <li>• Liaising with external agencies such as First Response, MASH, CAMHS, police, social care, family resilience team</li> </ul>
<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Administration of transition processes, events and materials</li> <li>• Handbook admin</li> <li>• Admin of student achievements and reward systems and communication</li> <li>• Create relevant homework timetables in a key stage</li> <li>• Organise admin and attend parents' consultation evenings as required</li> <li>• Student voice administration.</li> <li>• Produce parent handbooks</li> </ul>
<p><b>Tracking and monitoring</b></p> <ul style="list-style-type: none"> <li>• Tracking student progress and administering intervention</li> <li>• Monitoring impact of interventions</li> <li>• Tracking students on report and report admin including communication to staff and parents</li> </ul>
<p><b>Events</b></p> <ul style="list-style-type: none"> <li>• Organising academic/study skills seminars and workshops for parents and students</li> <li>• Results Days</li> </ul>
<p><b>General duties</b></p> <ul style="list-style-type: none"> <li>• Taking part in the school's performance management process.</li> <li>• Ensuring that principles of equality are followed at all times in relationships with staff and students</li> <li>• Adhering to all school policies and procedures</li> <li>• Working towards meeting the school aims and ambitions as set out in the Strategic plan, School Development Plan and Department Development Plan.</li> <li>• Undertaking any reasonable duties related to the job purpose and within the remit of the conditions of service set out in the School's Pay and Conditions documents.</li> <li>• Playing an active role in the school's self-evaluation process.</li> <li>• Working within the school's Health and Safety policy and Safeguarding Code of Conduct to help create a safe working environment for staff, students and visitors.</li> </ul>