



JOB DESCRIPTION

Position:	Raising Achievement Officer
Team:	Administration Team
Line Manager:	Relevant Year Leader and Assistant Headteacher (Student Experience)
Hours of Work:	37 Hours p.w - 40 weeks per year
Salary:	Range 3

The following is typical of the duties the post holder is expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

PRIMARY PURPOSE AND RESPONSIBILITIES

Working with students

To deliver the school's vision:

- To ensure they persevere, achieve and flourish.
- To ensure they are enabled to experience life to the full.

Through:

- Removal of barriers to learning
- Mentoring Coordination & some mentoring of individuals
- Coordination of Buddy/Mentor Programmes
- Administration and support with Careers working with the Careers Coordinator
- Collating and delivering work for students on exclusion or long-term illness
- Provide support and structured sessions for subject withdrawal students
- Cover registrations when required
- Accompany students on educational visits if required
- Safeguarding students (training to DSL level)
- Training staff on key/emerging issues for young people
- Supervision of study sessions and/ or detentions.
- Being deployed during break times and lunchtimes with associated Year Group.

Communication/External agencies

Headteacher: Mr Matthew Larminie BA, MSc, PGCE, NPQH

The Mandeville School Ellen Road, Aylesbury, Buckinghamshire HP21 8ES Tel: 01296 745 400

www.mandeville.bucks.sch.uk email: office@mandeville.school

- Liaising with Year Leaders regarding Pastoral Support Plans and student progress
- Liaising with teaching, support and SLT staff as required to meet the needs of students.
- Following CAMHs referral advice and building case studies for referral
- Liaising with external agencies such as First Response, MASH, CAMHS, police, social care, family resilience team etc

Administration

- Administration of transition processes, events and materials
- Handbook admin
- Support with Careers, Advice and Guidance across the whole school
- Support with co-curricular provision
- Admin of student achievements and reward systems and communication
- Create relevant homework timetables in a key stage
- Organise admin and attend parents' consultation evenings as required
- Student voice administration
- Produce parent handbooks
- Trips and visits – organise, run, provide admin support

Tracking and monitoring

- Tracking student behaviour, progress and administering intervention
- Monitoring impact of interventions
- Tracking students on report and report admin including communication to staff and parents

Events

- Organising academic/study skills seminars and workshops for parents and students.
- Results days and 6th form admissions/ Year 7 admissions/ Pathways evenings (depending on Year group attachment)
- Open Evenings
- Parents' Evenings

Qualifications	Essential	Desirable
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'A' Level education and/or at least 3 years work experience at this level		
OR	✓	
NVQ Level 3 or equivalent Open College Network Level 3		
GCSE English (min 'C' grade) or equivalent	✓	
GCSE Maths (min 'C' grade) or equivalent	✓	
GCSE's (min 'C' grades) or equivalent, in other subjects		✓
Ability to use ICT	✓	
Relevant skills and aptitude	Essential	Desirable
Ability to support students at KS3,4 and KS5	✓	
Ability to work independently	✓	
Good oral communication skills with students and colleagues	✓	
Ability to earn respect of students and staff quickly	✓	
Ability to apply school sanction and reward systems		✓
Creative approach to problem solving and conflict resolution	✓	
Good written communication skills	✓	
Understanding of the learning process	✓	
Ability to deal appropriately with challenging students and parents		✓
Demonstrated ability to improve school systems through appropriate channels		✓
Ability to build and maintain successful working relationships with external agencies.		✓
Personal Qualities	Essential	Desirable
Enthusiastic and approachable	✓	
Good interpersonal skills including empathy	✓	

Shows initiative and resilience	✓	
Sensitive to the needs and concerns of others	✓	
Hardworking and conscientious	✓	
Flexible approach	✓	
Strong team orientation	✓	
Keen to further professional development and skills	✓	
Willingness to accompany school visits		✓
Willingness and ability to learn new software		✓
Ability to understand and support school vision	✓	

