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

- 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

	Essential	Desirable
'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	☐	