

Bassingbourn Village College

College Achievement Leader

Job description (TLR 2.2 £4545)

Post held

College achievement leader (Keller, Luther King, Moore, Shakespeare,)

Responsible for

Raising student attainment by leading one of the four Colleges of Bassingbourn Village College.

Purpose of Job:

- To support the aim for outstanding standards of attainment for all learners at Bassingbourn Village College.
- To ensure that students in all Key Stages receive high quality of support, advice and guidance.
- To support the ethos of Bassingbourn Village College by having high expectations of both students and staff.
- To lead either Keller, Luther King, Moore or Shakespeare College to ensure that staff and students are committed to, and participate in College competitions.

Key functions

Monitoring of student achievement and progress on their courses of study:

- To assist in the line management of a group of tutors
- Produce and implement an improvement plan on an annual basis using the college system
- Provide support, coaching and training for tutors when required
- Lead tutor training
- Monitor and evaluate the quality of tutoring
- Ensure that effective communication with parents is maintained by tutors and subject teachers
- Analyse student performance data (achievement, attendance and behaviour) to monitor progress and identify intervention plans for underachieving learners and learner groups
- Attend Leadership meetings on a regular basis to report progress
- Complete a regular College report on student attainment, progress, attendance and behaviour
- Liaise with Assistant Principal and curriculum team leaders to identify underachievement and the implementation of strategies to support learning
- Monitor achievement of all learner groups within the College
- Monitor students on personalised timetables (as agreed by the Vice Principal)
- Celebrate students' successes and recognise their achievements.
- Liaise with the Student Support Team to identify specific individual learning needs
- Advise students regarding appropriate progression routes /pathways
- Ensure that students access the Internship programme where appropriate.

Monitoring of student personal development and well being

- Work with external agencies and appropriate College leaders when applicable, to ensure that identified groups of students and individuals are provided with opportunities to widen their experiences and increase their aspirations
- Attend/chair Student Support Team briefings at the end of the College day to ensure the necessary support is provided to students and deploy Student Support Team accordingly

- Liaise with parents and carers regarding students personal development and well being and ensuring good communication with staff, including attendance at parents forum
- Ensure high standards of student attendance working with the Attendance Officer
- Ensure high standards of uniform in line with the College policy
- Encourage and support students to become involved with College activities including the BVC challenge and inter college competitions
- Support the Assistant Principal in the appointment of College Captains each year
- Manage and deploy College Captains and Sports captains as appropriate
- Lead regular College assemblies in line with the Theme for the Week
- Develop and monitor the daily tutor programme
- Complete EHA assessments to access external agency support for identified students
- Attend TAC meetings with external agencies where appropriate

Additional responsibilities

- Report to and meet regularly with the Assistant Principal – Student support
- Complete at least one paid lunch duty per week
- Complete on call duties
- Lead a duty team on a weekly basis ensuring that all areas are covered by the allocated staff
- Undertake other tasks as reasonably required by the Principal.

Specific Responsibilities: these are to be delegated to the four College Achievement Leaders by the Vice Principal on an annually reviewed basis. The College Achievement Leader will lead the specific areas by co-ordinating any required actions however, all CALs will be expected to take responsibility for the planning, design, implementation and organisation of each of these areas.

Inter-College competition calendar, participation and results, rewards and celebration of achievement (BVC challenge, pledges, star awards, certificates, assemblies), tutor time themes, activities and planners, assemblies rota and organization, KS5 IAG and transition, year 6 transition, KS4 transition, charities, exams, duties.