

**JOB DESCRIPTION**  
**Assistant Achievement Leader**

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**POST HOLDER:**

**RESPONSIBLE TO:** Achievement Leader

**LINE MANAGEMENT OF:** N/A

**WORKING HOURS:** 37 hours per week (no TOIL)  
Term time only

**WORKING PATTERN:** Your normal daily work pattern is Monday to Friday 08:00 to 16:00 (with a 30-minute early finish one of the days) and with an unpaid half hour lunch break

**SALARY:** FMAT Scale SC6

**JOB PURPOSE**

The Assistant Achievement Leader will work with a year group to ensure high standards of behaviour, attendance and punctuality in that group. They will also provide a high level of pastoral support to ensure student's needs are met. They will support the Achievement Leader in:

- Raising standards of behaviour, achievement and participation in the relevant year group
- Ensuring that students receive the pastoral support that is necessary to achieve academically;
- Ensuring that students in the year group actively demonstrate Trust values in all they do.

The Assistant Achievement Leader will work with students and their parents to improve standards and academic outcomes. They will be responsible for promoting and instilling the Trust values of dedication, ambition, excellence, integrity and tradition into the children they support.

**MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST**

1. Support the students pastorally in order to remove barriers to achieving excellent outcomes. These barriers include:
  - a. Poor behaviour
  - b. Poor attendance
  - c. Poor punctuality
  - d. SEMH needs
  - e. SEND needs

2. Ensure excellent standards of uniform and conduct of all students, intervening as appropriate to ensure that the highest standards are maintained;
3. Ensure effective communication between the Academy and all parents of students in the year group;
4. Support the Excellence Leader to oversee, monitor and evaluate the key calendared events for those students in the year group;
5. Contribute to the on-call system and the running of school detentions.
6. Mentor specific students from their year group in order to improve behaviour and/or attendance. This will include weekly sessions and lesson visits.
7. Be on duty for break and lunch for their year group to ensure standards are high during social time.

### **ADDITIONAL RESPONSIBILITIES**

1. To undertake such duties as their respective line manager may determine as reasonably falling within the role;
2. To undertake whole Academy duties as may be reasonably determined by the Head of Academy.
3. Be one of the nominated First Aiders on site.

### **GENERAL**

1. Promote and safeguard the welfare of students you come into contact with.
2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
4. Be aware of, support and ensure equal opportunities for all.
5. Contribute to the overall ethos/work/aims of the Trust.

*The Academy is committed to safeguarding the welfare of all children and young people and expects all staff to share this commitment.*

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**NAME:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

## PERSON SPECIFICATION

### Assistant Achievement Leader

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Experience/knowledge/qualifications	Essential	Desirable
Educated to GCSE level A* - C or equivalent in English and maths	✓	
Educated to degree level		✓
Commitment to further professional development	✓	
Evidence of being able to initiate change	✓	
Experience of working with external agencies to support young people		✓
Experience of managing behaviour of challenging students	✓	
Experience of dealing effectively with challenging parents		✓
Competent user of IT systems such as MS Word, Excel, Powerpoint, Outlook and email	✓	
Proficient in presenting and analysing data for a variety of audiences	✓	
Experience of managing and improving attendance of students	✓	
Highly competent in using SIMS for a range of purposes	✓	
Knowledge of policies and procedures relating to child protection, health and safety, equal opportunities and confidentiality	✓	

Personal qualities	Essential	Desirable
A positive, 'can-do' attitude and approach to work	✓	
Actively demonstrates Trust values in all that they do – acts as a role model to others	✓	
Completes all tasks to the very highest of standards	✓	
Ability to prioritise and deal with conflicting demands	✓	
Good verbal, listening, literacy and written communication skills	✓	
Ability to record facts and probe for information without influencing	✓	
Ability to maintain confidentiality and deal with situations in a tactful manner	✓	
Ability to work autonomously with minimum supervision, or as part of a team as necessary	✓	
Ability to follow set procedures	✓	
Excellent attendance and punctuality	✓	
Willing to undertake appropriate training and development with a positive attitude including a commitment to undertake First Aid and other relevant training	✓	