



## ALL SAINTS CATHOLIC COLLEGE

### JOB DESCRIPTION: ACHIEVEMENT COORDINATOR

**Responsible to:** Designated Member of Senior Leadership Team

**Responsible for:** Carrying out the professional duties set out in the Teachers' Pay and Conditions Document & National Standards as directed by the Principal within the context of the job description set out below in a satisfactory manner.  
Tutors and any other teaching and non-teaching staff attached to the Year Group.

**Salary Grade:** TLR 2B

**Purpose:** To be responsible for the leadership, management and organisation of the achievement of a Year Group.

#### DUTIES AND RESPONSIBILITIES

The Achievement Coordinator must demonstrate the ability to lead, manage and organise the work of their year group as follows:

##### **1 Development Planning**

- 1.1 To compile the Year Group's Self-Evaluation. (S2S reports, also action plan in Year for GCSEs)
- 1.2 To construct the Year Group Development Plan taking into account the Whole College Development Plan, Year Group Self-Evaluation, national and local developments.
- 1.3 To implement, monitor and evaluate the Year Group Development Plan. (Revisits S2S data and facility intervention)
- 1.4 To prepare the Year group for the Ofsted inspection and any other audits/inspections/reviews.

##### **2 Curriculum**

- 2.1 To liaise with the relevant SLT link and the SLT Curriculum lead so that the tutor programme is in place and compatible with the College's aims, policies and ethos.
- 2.2 To ensure the smooth transition between Key Stage 2, 3 and 4 in order to build on skills, attitudes, knowledge and concepts developed in the primary schools and progressively through the College.

- 2.3 To ensure the effective running of Form Time promoting teaching and learning strategies within the Year Group which stimulate student interest and involvement in learning, and which meet the needs of individual learners, drawing on good practice in other Year Groups.
- 2.4 To deliver weekly assemblies/Collective Worship.
- 2.5 To formally observe form tutors, as per policy, sharing good practice, as appropriate.
- 2.6 To contribute as necessary to the planning of the College tutor system and duties; to advise on the most effective deployment of Year Group personnel.
- 2.7 To maintain constant awareness of developments in the Year Group and bring these to the attention of the Principal.

### **3 Students**

- 3.1 To establish and maintain high levels of expectations in students.
- 3.2 To ensure that the College guidelines on Positive Discipline (PD) are followed, monitoring daily the detention lists, supporting the PD ethos via assemblies/Collective Worship, sharing information daily with the PD link/team and acting as a referee for student appeals.
- 3.3 To organise tutor groups where appropriate.
- 3.4 To ensure that students and their parents are provided with information and guidance about courses offered at KS4 (Year 9 AC) and Post 16 pathways (Year 11 AC).
- 3.5 To ensure the smooth transfer of students across Key Stages and between prior and successor schools to maximize achievement (Year 9 AC KS3 to KS4; Year 11 AC KS4 to Post 16 Providers).
- 3.6 To liaise with the PD link/team about attendance, sharing information with students, staff, parents and other agencies allowing for effective intervention and reward.
- 3.7 To attend detentions, monitor students for the year group, and explore reasons/patterns.
- 3.8 To carry out home visits for key students/families as appropriate to need e.g. attendance, engagement etc
- 3.9 To refer students for intervention via Special Educational Needs as required.

### **4 Leadership of the Year Team**

- 4.1 To lead a team of Form Tutors.
- 4.2 To monitor, assess and develop the role of the Form Tutors, identifying strengths and weaknesses of Form Tutors and propose appropriate actions to the Principal.
- 4.3 To support Form Tutors through the provision of appropriate training on pastoral procedures as and when required.

### **5 Resources and Accommodation**

- 5.1 To ensure that the learning environment is enhanced and that:
  - a) form rooms are kept tidy and clean
  - b) furniture and fittings are kept in good condition
  - c) the form room notice board is kept up to date
  - d) the Year Group display board is kept neat, tidy and updated at least once per term.
- 5.2 To purchase and maintain the allocated resources of the Year Group.
- 5.3 To maximise the use of and resources available on the VLE appropriate to the Year Group's needs.

## **6 Examinations**

- 6.1 To ensure that all necessary coursework/controlled assessment has been completed for examinations in consultation with Faculty Leads.
- 6.2 To support students in undertaking appropriate courses of study leading to external accreditation in KS3 and KS4 in consultation with Faculty Leads.

## **7 Target Setting, Monitoring and Reporting in Year Group**

- 7.1 To be aware of individual student potential and to use FFT(D), 3 levels progress, NFER and other performance indicators to guide form tutors in monitoring student progress to targets.
- 7.2 To identify and track students with low self-esteem or at risk of underachieving and to monitor their progress via lesson observations, parental contact and other such measures.
- 7.3 To liaise with Faculty Leads/Departments/Key Stage Coordinators on students' academic progress and interventions required to maximise potential.
- 7.4 To analyse and report on test results, coursework/controlled assessment/project marks and examination results as required by the Principal.
- 7.5 To liaise with the Assistant Principal (Curriculum and Standards) to
  - a) ensure that the information held by the Year Group database is supportive of monitoring achievement across subjects.
  - b) ensure effective use is made of any data entry.

## **8 Quality Assurance**

- 8.1 To ensure that College quality assurance procedures are followed in line with the College calendar and the work of the Year Group is monitored closely e.g. monitor behaviour logs/on calls, rewards, celebratory postcards/letters.
- 8.2 To monitor the correct use of Student Planners in the Year Group.
- 8.3 To seek opinions through student/parent surveys as required.
- 8.4 To participate in "learning walks" as required.

## **9 The Community**

- 9.1 To ensure effective dialogue with parents in accordance with College policies.
- 9.2 To organise parents' evenings supported by the PD team.
- 9.3 To attend and contribute to Governors' Discipline Committee meetings as required.
- 9.4 To organise meetings with parents outside of consultation evenings as appropriate.
- 9.5 To ensure the collection of information to support the above meetings.
- 9.6 To undertake tours of the school with prospective parents.

## **10 Extra-Curricular Activities**

- 10.1 To promote the provision of extra-curricular activities for the Year Group.
- 10.2 To organise social events for the Year Group as appropriate.

## **NOTES:**

The post holder will support the distinctive Catholic mission and ethos of the school.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment of Teachers and the National Standards.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is current at the date shown, but following consultation, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The duties may be varied to meet the changing demands of the College at the reasonable discretion of the Principal.

*Role titles updated 05.09.25*