



Hertswood Academy

Aim High • Achieve Excellence

Cowley Hill, Borehamwood, Hertfordshire, WD6 5LG

T 020 8238 7200 | E admin@hertswoodacademy.org

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Executive Headteacher Peter Gillett BSc (Hons) Mathematics, PGCE, NPQH, MBA (Leadership)

Headteacher Wanda Gill BSc (Hons) Animal Science, PGCE, NPQH

Job Description: Key Stage 4 Achievement Leader

Job Title: Key Stage 4 Academic Leader

Location: Hertswood Academy

Salary/Grade: Hay Scale M1

Contract Type: Full time Term time + 10 (to include all INSET and results days)

Hours: 8.00am - 4.00pm

Responsible To: Head of Key Stage 4

Job Purpose

The **Key Stage 4 Achievement leader** plays a pivotal role in ensuring that students in Years 10 and 11 achieve their full potential, both academically and personally. As a non-teaching support professional, you will play an integral role in improving students' attitude to learning to ensure students achieve their full potential whilst maintaining the highest levels of pastoral care.

You will proactively monitor student progress and behaviour and use this to work with other leaders to design and implement targeted interventions, remove barriers to learning, and foster a supportive environment where students can thrive under exam pressure.

In this role you will work closely with the pastoral support leaders, head of learning for behaviour, heads of learning, classroom teachers and SENDCO to enable the personal, academic, and vocational development of vulnerable, disadvantaged, and at-risk young people

As part of this role, you will provide dedicated support for students with Social, Emotional, and Mental Health (SEMH) needs to help them achieve their full academic potential whilst actively monitoring all students in the year group to identify others who may require support.

Under the direction of line managers, you will aid in creating a school culture where pupils experience a positive, enriching school life and uphold educational standards to prepare pupils from all backgrounds for their next phase of education and life.



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Key Responsibilities

1. Academic Monitoring and Progress

- **Data-Driven Intervention:** Regularly analyse academic tracking data to identify students who are underachieving or coasting.
- **Targeted Support:** Design, implement, and monitor academic intervention plans for individuals and small groups to help them achieve their target grades.
- **Exam Preparation:** Work alongside teaching staff to organise revision schedules, study skills workshops, and stress-management sessions in the run-up to GCSEs.
- **Access Arrangements:** Collaborate with the SENDCo to ensure students entitled to exam access arrangements are supported and prepared.

2. Pastoral Care and Student Wellbeing

- **Day-to-Day Support:** Act as the first point of contact for KS4 students experiencing emotional, social, or behavioural difficulties during the school day.
- **Mentoring:** Deliver 1:1 or small group mentoring sessions focusing on self-esteem, resilience, motivation, and mental health.
- **Safeguarding:** Act as a vigilant advocate for student safety, identifying safeguarding concerns and referring them promptly to the Designated Safeguarding Lead (DSL) in line with school policy.
- **Conflict Resolution:** Manage peer-on-peer issues and restorative conversations to maintain a focused and harmonious year group.

3. Behaviour and Attendance Management

- **Attendance Tracking:** Monitor daily attendance and punctuality data for KS4. Work closely with the Attendance Officer to intervene early with persistent absentees.
- **Positive Behaviour Support:** Implement the school's behaviour policy consistently, celebrate successes through rewards, and address low-level disruption or disengagement through targeted behaviour reports and contracts.
- **Duties:** To be a proactive part of the whole school duty team supervising students before/after school and during lunch breaks.
- **Reintegration:** Support students returning to lessons following periods of absence, suspension, or medical leave.

4. Communication and Collaboration

- **Parental Engagement:** Build strong, positive relationships with parents and carers. Keep them informed of both successes and concerns regarding their child's academic and pastoral progress.
- **Staff Collaboration:** Liaise regularly with Form Tutors, Subject Leaders, Heads of Learning and Senior Leadership to provide a holistic view of student progress.



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- **External Agencies:** Coordinate with external support services (e.g., CAMHS, Social Care, Educational Psychologists) to ensure vulnerable students receive comprehensive care.

Person Specification

Criteria	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • Relevant professional qualification in counselling, youth work, or education support. • Good standard of education
Experience	<ul style="list-style-type: none"> • Significant experience working with young people (aged 11–16) in an educational or youth setting. • Experience managing challenging behaviour and supporting emotional wellbeing. 	<ul style="list-style-type: none"> • Experience of working specifically with Key Stage 4 students during GCSEs. • Experience using school management systems (e.g. Arbor, CPOMS).
Knowledge & Skills	<ul style="list-style-type: none"> • Excellent communication and active listening skills. • Ability to analyse data to identify trends and underachievement. • Strong understanding of the current challenges facing teenagers (mental health, social media, exam pressure). • Knowledge of safeguarding legislation (Keeping 	<ul style="list-style-type: none"> • Knowledge of the current GCSE landscape. • Knowledge of how school's outcomes are measured including Attainment 8



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	Children Safe in Education).	
Personal Attributes	<ul style="list-style-type: none">• High emotional intelligence, empathy, and patience.• Resilience and the ability to remain calm under pressure.• Excellent organisational and time-management skills.• The ability to be dynamic, adapting and responding to need as it arises• A firm but fair approach with students.	<ul style="list-style-type: none">• A collaborative team spirit

Additional Information

- **Safeguarding Note:** *Hertswood 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 this post.*
- **Equal Opportunities:** *Hertswood is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*