

Raising Standards Co-Ordinator: Job Description

The directors and LGBs are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.

| Job Information | |
|-----------------|---|
| Reporting to | Deputy Head of School (Curriculum) |
| Grade | Grade 7 Point 13 (Points 13-17) |
| Salary | £26,873 Pro Rata – Actual Salary £22,717 |
| Hours /Weeks | 37hrs per week Mon-Fri 8.15am-4.15pm (to include 35min unpaid lunch) Term Time only |

1. General Responsibilities:

- To assist in the intervention of underperforming groups of students.
- To attend KS4 Raising Standard’s meetings and undertake actions as appropriate.
- To support a range of KS4 intervention groups where deemed appropriate, including the coordination of external parties such as tutoring.
- To monitor attendance of a range of intervention strategies
- To liaise effectively with families to support / coordinate a range of intervention strategies

2. Specific Responsibilities:

- To support in the organisation of wider interventions, i.e. student seminars, outside speakers and specific support evenings.
- To assist in the coordination of the after school revision calendar.
- To assist the Head of Year in the Year 11 “Scholars Program”
- To support Subject Leaders / Key Stage Leaders in resource distribution
- To support and attend Year 11 events scheduled during the day as example “the Big Reveal”

3. **Training and Professional Development:**

- All staff are expected to attend in-house training and are encouraged to apply for external INSET to further their knowledge and skills. Safeguarding training is given to all new staff.
- Staff are encouraged to develop their own areas of expertise and interest.
- All staff take part in the school's appraisal program and have an annual meeting with their line manager.
- Staff have the opportunity to attend school based INSET and staff meetings if they wish to do so.

4. **Arrangements for Induction**

- New staff will meet with Deputy Head of School, Faculty Leaders, Core Subject leaders and Director of Information to learn role.
- Opportunity to complete online CPD about the role of the Raising Standards Co-Ordinator

5. **Appraisal**

- This role description is designed to be flexible. The post will be reviewed and duties may be amended or modified at any time in consultation with the post holder.

As an employee you have legal duties which include:

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).