

**SHIPSTON HIGH SCHOOL**  
**JOB DESCRIPTION**  
**POST: HEAD OF ACADEMIC STANDARDS**

Post Title:	Head of Academic Standards
Purpose:	<p>To be accountable for the monitoring of the academic and pastoral provision for the students in a specific year group/key stage.</p> <p>Ensure that strategies are in place to maximise achievement and address underachievement of students in your year groups.</p> <p>Work with relevant staff to ensure students behaviour, attendance and uniform is at the highest standard.</p> <p>Lead, manage, motivate and develop a team of tutors.</p> <p>Promote Shipston High School values and expectation among the students and tutor team.</p>
Reporting to:	Assistant Headteacher (Pastoral)
Core tasks and responsibilities:	
Staff Management	<ul style="list-style-type: none"> <li>• Lead &amp; manage a team of form tutors.</li> <li>• Ensure that tutor sessions are run effectively.</li> <li>• Set and maintain high standards of behaviour from students in the year group by effective role modelling, supporting tutors and liaising with Head of Department.</li> <li>• Intervene when issues and incidents arise, taking the lead with students who are causing a concern across the curriculum and liaising with parents, staff, governors and external agencies as appropriate.</li> <li>• Monitor, assess and develop the role of form tutors in line with whole school expectations.</li> <li>• Be accountable to the HT and Governing Body for the work of their tutor team.</li> <li>• Provide support to a Lead Tutor(s) assigned to the House system in their pastoral duties.</li> </ul>
Pupil Progress	<ul style="list-style-type: none"> <li>• Monitor the academic progress of individuals, classes and groups.</li> <li>• To be accountable for encouraging students to meet or exceed academic expectations.</li> <li>• Prepare and deliver year group/Key Stage assemblies which promote the values of the school</li> <li>• Support staff with establishing a positive teaching &amp; learning environment.</li> <li>• Implement effective intervention strategies to ensure all students are supported in achieving their potential. This will include student reviews, student mentoring, etc.</li> <li>• Liaise with the SENCO regarding the academic needs of students in the relevant cohorts.</li> </ul>
Pupil Conduct	<ul style="list-style-type: none"> <li>• Oversee effective strategies for raising attendance and punctuality across year groups.</li> <li>• Keep and monitor records of student behaviour.</li> <li>• Liaise with parents, external agencies, Pastoral Support Coordinator (PSC) and other providers as appropriate to maintain positive behaviour.</li> <li>• Work with colleagues and SLT to identify, investigate and resolve incidents of student misbehaviour in your year group(s).</li> </ul>
Pupil Guidance/Support	<ul style="list-style-type: none"> <li>• Be responsible for promoting the welfare of students by following safeguarding related policies &amp; procedures.</li> <li>• Create the opportunity for students to discuss matters of concern.</li> </ul>

	<ul style="list-style-type: none"> <li>• Take steps to prevent bullying and support victims of bullying in line with school policy.</li> <li>• Foster positive relationships with all members of the year group whereby each student can turn to you for support and guidance when needed.</li> <li>• Organise the scheduled year group parents' evenings, including monitoring of attendance, collection of parent feedback and follow up of absentees.</li> <li>• Other responsibilities relevant to the year group, for example, liaison with year 6 transition, options processes, alternative education programmes, support the smooth running of external and internal exams for the relevant year group(s).</li> </ul>
Family Support	<ul style="list-style-type: none"> <li>• Oversee and lead Early Help Support</li> <li>• Provide a home–school partnership for families requiring additional support</li> <li>• Oversee and carry out home visits</li> <li>• Work with the SENCO to support EBSA</li> </ul>
<p>The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.</p>	

## Head of Academic Standards: Person Specification.

	<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
	Maths and English GCSE or equivalent	X	
	Professional qualifications related to children, pastoral care and safeguarding		X
	Evidence of Further professional CPD		X
	<b>Experience</b>		
	Evidence of working with secondary age pupils	X	
	Evidence of working with families	X	
	Evidence of positive outcomes for students in your care	X	
	Evidence of working with external professional and agencies		X
	<b>Knowledge and skills</b>		
	Ability to work with children with challenging behaviour	X	
	Ability to work as part of a team	X	
	Ability to build trusting relationships with children and adults	X	
	An understanding of safeguarding and child protection and its importance in a school environment	X	
	<b>Personal attributes</b>		
	Well organised, pro-active and self-motivated	X	
	High expectations of students, colleagues and of your own work	X	
	Flexibility, enthusiasm and commitment	X	
	An excellent attendance record	X	
	A pragmatic and solutions focussed approach	X	
	A sense of proportion		X