



# APPLICATION PACK

<b>POST OF</b>	Achievement Coordinator – Year 7
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DETAILS ABOUT THE POST	
<b>GRADE</b>	PO3
<b>TYPE OF POST</b>	Permanent
<b>START DATE</b>	2 September 2019
<b>REASON FOR VACANCY</b>	Resignation

INFORMATION PROCESS	
<b>CLOSING DATE</b>	Wednesday 19 June 2019
<b>INTERVIEW DATE</b>	Friday 21 & Monday 24 June 2019
<b>INTERVIEW PANEL</b>	Ms Monica Duncan, Ms Victoria Webb and Mr Cecil Cameron

EMPLOYMENT CHECKS REQUIRED	
<ul style="list-style-type: none"><li>• <b>Completed application form</b></li><li>• <b>Employment history including explanation of any gaps</b></li><li>• <b>Proof of academic and professional qualifications</b></li><li>• <b>Receipt of two professional references</b></li></ul>	

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June 2019

Dear Applicant,

**RE: Achievement Coordinator – Year 7**

Thank you for expressing interest in the vacancy we have for Achievement Coordinator – Year 7, here at Duke's Aldridge Academy.

Please find enclosed an application form and information about the post. I hope this provides the information that you need in order to decide whether to apply. If you would like any further information, please contact Ulynda Japaul, Admin Officer – Human Resources on 020 8275 4878 or [uja@dukesacademy.org.uk](mailto:uja@dukesacademy.org.uk)

The academy places teaching and learning at the heart of what it does and continuously supports and trains its teachers to become excellent. The academy has achieved a dramatic improvement in achievement over the past few years, breaking through the presumptions that social deprivation limits attainment. We intend to continue to raise achievement beyond national averages and that of academies whose children and families are in more fortunate circumstances as, for our children more than others, education and achievement is a vital basis for their future life chances.

The outcome of the last Ofsted inspection in November 2016 (when formerly Duke's Aldridge Academy) was that **'this school continues to be good'**. We continue our journey to the goal of outstanding in the next inspection.

The academy enjoys a rich mix of culturally diverse pupils drawn from one of London's most ethnically vibrant wards. This socio-economic profile shields a positive and vital aspect of our Academy's community. The academy's specialism is for the arts (music, media and art).

The academy is fully integrated with the secondary base of the Vale Special School for children with physical disabilities and complex needs which share the campus and buildings.

Staff at Duke's Aldridge Academy are extremely hard working and committed and great emphasis is placed on common goals and teamwork. There is a strong philosophy of continuing professional development and 'raising the bar' for students and staff. Teaching and non-teaching staff are valued equally for their contribution to the success of the Academy.

I look forward with interest to receiving and reading your application. Should you wish to visit the Academy, please contact Mrs Ulynda Japaul, Admin Officer – Human Resources.

In completing your application please note the details of the application process and the closing date in the pack. If you have not heard from us by the interview date stated in the applicant's information sheet, I am sorry to say that your application will have been unsuccessful on this occasion.

Thank you for contacting us.

Yours sincerely,

A handwritten signature in black ink that reads "M. Duncan". The signature is written in a cursive style and is followed by a long, sweeping horizontal line that extends to the right.

Monica Duncan  
**Principal**

**Additional information about our school can be found on the school website**  
[www.dukesacademy.org.uk](http://www.dukesacademy.org.uk)

<b>Post Title:</b>	Achievement Co-coordinator for Year 7
<b>Purpose:</b>	<p><b>‘Transform Students’ life chances’</b></p> <ul style="list-style-type: none"> <li>• To support and guide student in Year 7 group throughout their final year of compulsory schooling at the Academy to enable them to take the best advantage of the educational experiences and opportunities offered by the Academy.</li> <li>• To motivate and demand the highest standards of all students and plan targeted support and intervention to enable them to achieve it</li> <li>• To co-ordinate all aspects of learning and the development of students as independent learners to secure outstanding outcomes for a successful academic career at the Academy.</li> <li>• To co-ordinate and facilitate a smooth transition to post 16 education and training</li> <li>• To coordinate a rich programme of experiences and enrichment as an entitlement for students in the year group that motivates and assists their achievement, drawing upon and encouraging the talents and initiatives of staff across the Academy.</li> </ul>
<b>Accountability:</b>	<p>Achievement Co-ordinator will be lined managed by Assistant Principal KS3 and More Able and Talented who will also have performance management responsibilities for the Achievement Co-ordinator.</p> <p>The Achievement Co-coordinator will have line management responsibility for the year tutorial team.</p>
<b>Liaising with:</b>	SLT, Academic and Pastoral Boards and External Agencies including Primary Schools
<b>Working time:</b>	36 Hours per Week (Term Time Only)
<b>Salary:</b>	PO3
<b>Vision:</b>	<p><b>‘Outstanding Education’</b></p> <p>To progress the Academy’s vision of raising the academic standards and progress for the 2019 Year 7 group, the aim is to meet or exceed their minimum target levels by the end of the academic year.</p>
<b>Values:</b>	<p><b>‘Our students –their potential and their aspirations’</b></p> <p>To enable every student to fulfil their potential as individual learners, effective citizens and well rounded individuals</p>
<b>Beliefs:</b>	<p><b>‘Every child can achieve’</b></p> <p>To lead a team of tutors and influence all staff, as well as parents/carers and all stakeholders, in raising aspirations.</p>
<b>Roles and Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To co-ordinate and monitor the quality of learning across Year 7 and identify students who need further support with accessing the curriculum or those who would benefit from greater academic challenge. i.e. To monitor the progress of students within the year group, identifying and monitoring the progress and provision for those who are More Able and Talented, Special Educational Needs, Emotional / Behavioural Difficulties, English as an</li> </ul>

	<p>Additional Language and Academically underachieving.</p> <ul style="list-style-type: none"> <li>• To develop links and positive relationships with year 7 students and their tutors</li> <li>• To develop links and positive relationships with parents of students within the year group.</li> <li>• To lead a team of tutors towards the Academy’s agreed purpose, vision, values and beliefs.</li> <li>• To support staff in engaging individual students and in ensuring the effectiveness of intervention strategies.</li> <li>• To liaise with the co-ordinators for ‘alternative provision and to monitor the progress of students education off site</li> <li>• To help co-ordinate and promote the Year 7 extra-curricular programme – focusing on both ‘entitlement and ‘enrichment’.</li> <li>• To liaise closely with all inclusion staff working with Year 7 ensuring appropriate and effective intervention is employed.</li> <li>• To work in partnership with external providers around projects which enhance students’ opportunities and to seek further such relationships.</li> <li>• To work with Tutors, Subject Leaders, SLT and external agencies to support the Year 11 students wellbeing to cope with the pressures and challenges of their final year of compulsory schooling.</li> <li>• To work closely with the SLT line manager for year 7 in organising the following events: <ul style="list-style-type: none"> <li>○ Year 6 –7 transition interviews</li> <li>○ Year 6 – 7 summer school</li> <li>○ Year 7 Mentoring Programmes</li> <li>○ Parents’ Evenings</li> <li>○ How to support ‘your child’s learning’ parents evenings</li> <li>○ Year 7 Work Scrutiny</li> <li>○ Maths Parents’ Evenings</li> <li>○ Coordinating the Year Tutorial Programme</li> <li>○ Develop Year 7 Homework monitoring of setting and completion</li> <li>○ Working with the Academy’s Attendance Officer on Year 7 Attendance and Punctuality</li> <li>○ Year 7 Assembly Programme</li> <li>○ Year 7 Tutorial Programme</li> </ul> </li> </ul>
<b>Whole School</b>	<p>To promote positive student behaviour around the Academy</p> <p>To confront negative student behaviour and take appropriate steps to deal with it.</p>
<b>Other Responsibility:</b>	<p>To ensure that the Academy’s health and safety policy is implemented within areas of the Academy that the post holder is operating in or manages.</p> <p>Promote and act in accordance with the Academy’s equal opportunities policy.</p>

## **Our Mission**

Inspire ● to ● Excel

## **Our Vision**

Duke's Aldridge Academy provides an outstanding education within a vibrant community where the expectation is to excel. For each individual, we promote achievement, success, strength of character, tolerance and a love for learning. We provide the support, challenge and breadth of experience which ensure our students become creative, resilient and successful adults.

## **Our Values**

- Our students, their potential, their contributions and their aspirations
- The community we serve and its right to locally provided, high quality education
- The cultural diversity and richness of our community within the context of British Values
- Academic rigour at all stages to create a learning environment that provides challenge, engagement and achievement
- Respect, fairness, courtesy and the right to equality of opportunity as the entitlement of each member of the academy community
- 'professional integrity' and transparency
- Our staff and their right to professional development and growth

## **SAFEGUARDING STRATEGY STATEMENT**

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The Duke's Aldridge Academy's Safeguarding strategy forms a fundamental part of our approach to providing excellent pastoral care to all students. We believe that all students, regardless of age, special needs or disability, racial/cultural heritage, religious belief and sexual orientation have the right to protection from all types of harm and abuse.

The objective of the Safeguarding strategy is to help keep our students safe by providing a safe environment for them and to educate them about keeping themselves safe.

The Safeguarding Strategy consists of:-

1. Duke's Aldridge Academy's Safeguarding Procedures
2. Duke's Aldridge Academy's Child Protection Policy
3. Academy Safeguarding Policy
4. Training to equip staff and volunteers to carry out their responsibilities in relation to safeguarding and promoting the welfare of students

The Safeguarding strategy provides a clear framework within which individual academies will develop systems and local procedures to:-

- Prevent unsuitable people working with children
- Identify students who are at risk of, and/or are likely to suffer significant harm and take appropriate action with the aim of making sure they are safe
- Record and share information appropriately
- Respond to allegations against staff and volunteers
- Promote safe practice and challenge poor and unsafe practice

Adherence to the Duke's Aldridge Academy's Safeguarding strategy is mandatory for **all** staff and volunteers.

We recognise that Safeguarding covers much more than child protection and so this strategy will operate in conjunction with related policies and procedures, such as effective whole academy policies on Anti-bullying, Behaviour Management, ICT and School Security, Restraint Policy.

Our approach to safeguarding is based on, and reflects the current principles recognised in UK legislation, including those around maintaining confidentiality and reporting concerns about students likely to suffer significant harm to the child protection agencies.

We are committed to working in partnership with parents; child protection agencies and diverse communities, to continuously develop and improve the Safeguarding culture within our academy.



## HOW TO APPLY

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If after reading the details you would like to apply for this post, please

1. Complete the application form in full (you may include a CV if you wish)
2. Include the following in your application:
  - A short statement of your personal and professional philosophy and educational values.
  - Why you are attracted to the post and relevance of your career to date as preparation for this post.
  - A short paragraph detailing your successes in your current role

The closing date for receipt of applications is midday **Wednesday 19<sup>th</sup> June 2019**

Interviews are planned for **Friday 21<sup>st</sup> and Monday 24<sup>th</sup> June 2019**

Your completed application forms should be sent to:

[recruitment@dukesacademy.org.uk](mailto:recruitment@dukesacademy.org.uk)

0208 275 4878

We look forward to receiving your application.