

HAMMERSMITH



STUDENT ACHIEVEMENT MANAGER

Application Information



APPOINTMENT OF STUDENT ACHIEVEMENT MANAGER

Start Date: 12th December 2016

Salary Range: NJC Grade SO2 32-34 (£30,351 - £31,935 pa) Inner London

Actual

Pro-rata Salary: £26,182 - £27,554 per annum

Hours worked: 37.5 hours per week, 39 weeks per year

The Headteacher and Governors of the Hammersmith Academy Trust invite applications for the post of Student Achievement Manager at this new, non-denominational, all-ability, co-educational academy for 11-18 year olds. Sponsored by City of London Livery Companies, the Mercers' Company and the Information Technologists' Company, the Academy opened in September 2011 to Year 7 and Year 12 students and will grow to 780 on roll by 2015. Its specialisms are Creative and Digital Media and Information Technology.

Applications are welcomed from candidates with the appropriate skills, vision and desire to work with us to develop a learning environment where expectations are high and there is a strong focus on student achievement.

BACKGROUND TO THE ACADEMY

The Academy (www.hammersmithacademy.org) aims to combine excellence in achievement across the curriculum with opportunity and innovation in learning approaches developed through the academy's specialisms.

A Vision and Ethos statement is provided within the application pack. The sponsors are committed to excellence in Secondary Education and have a track record of working with successful schools academies in areas of significant school improvement. The educational vision, building design, curriculum model and academy organisation plan are based on the template developed successfully at Thomas Telford School and the Mercers' other Academies in the West Midlands (whose characteristics are listed in Appendix 1 to the Education Vision), combined with the Information Technologists' sound track record of experience of supporting school improvement as sponsors of the IT specialism at Lilian Baylis Technology School in Lambeth and their expertise and industry contacts in IT and Creative and Digital Media.

The Academy also has the support of, and access to, the expertise and educational networks of the Mercers' group of 15 schools and colleges, which includes the nearby St. Paul's Schools, two 6th Form Colleges in the South-east, as well as Thomas Telford School and three West Midlands Academies. Further details of the sponsors' educational activities can be found on their websites www.wcit.org.uk and www.mercers.co.uk.

THE POST

We are seeking to appoint an additional dynamic and inspiring Student Achievement Manager to join the team to support our Key Stage 4 students. The successful candidate will demonstrate the ability to support students and teachers to inspire a love of learning and a passion to succeed.

The Student Achievement Manager will need to demonstrate the following in the development of a successful Academy in line with the sponsors' vision:

- Passion and drive to raise educational standards;
- An inclusive approach to an Academy ethos of achievement;
- Commitment to the development of students as effective autonomous learners;
- Commitment to modern technology and on-line learning approaches;
- Determination to achieve ambitious targets and outcomes;
- Responsibility and accountability for all decisions taken;
- Ability to work effectively with others and represent the Academy to the local and wider community;
- Utilise the most appropriate resources and ensure that they are used efficiently, effectively and safely whilst providing value for money;
- Play a key role in the pastoral structure within the Academy;
- Develop and implement policies, plans, targets and practices within the context of the Academy's vision and ethos.

JOB DESCRIPTION

Accountability

- You are accountable to the appropriate Key Stage Manager for all work undertaken.

Management Responsibilities

- To contribute positively towards developing the Academy's ethos, philosophy and ideology.

Purpose of Job:

- To manage and support the cohort of students in an assigned year group.
- To be the first point of contact for students within the year group, their parents/carers and any relevant external agencies.
- To develop the year identity and ethos in collaboration with member of the Leadership Team.
- To ensure clear lines of communication with the Tutors and the Leadership Team to support students' personal, social, spiritual and moral welfare.
- To maintain high standards of professional behaviour and presentation to reflect the expectations made of our students.

- Any other duties as directed by the Headteacher.

Main duties and responsibilities

Data

- To log and update computerised records of student behaviour, attendance and punctuality.
- To review and analyse student data in order to identify trends or patterns of behaviour, attendance or punctuality. To implement and monitor any necessary interventions
- To prepare information and data for relevant meetings – eg PSPs, multi-agency meetings, Governors' disciplinary panels, fixed term and permanent exclusion.

Communication

- To provide a communication link between staff, students and parents/carers.
- To work collegiately with other Student Achievement Managers to develop a consistent approach to academy policy and procedures.
- To organise parental interviews, where appropriate to address individual needs in year group.
- To attend and contribute to relevant meetings pertaining to students in the year group - eg PSPs, PEPs, multi-agency meetings, Managed Move meetings - and organise any necessary associated paperwork including data and reports. To monitor and follow up on any actions required.
- To work with the Student Achievement Managers, the Leadership Team or other staff in the organisation, planning and presentation of assemblies. To prepare and present the celebration and rewards aspects of achievement assemblies
- Share in the preparation and monitoring of reports to parents/carers and student references.
- To liaise with external providers – eg Social Services, careers, outside agencies, etc - in relation to students and families in their year group.
- To prepare written and verbal updates to outside agencies on attendance, behaviour etc. for agency and core child protection meetings. To be the academy representative at these meetings. To work with the Inclusion Team and relevant outside agencies to organise particular student interventions such as Care Plans or home tutoring.
- To assist the Key Stage Manager in Key Stage Meetings
- To lead regular Tutor meetings

Organisation and Administration

- To lead, with the Leadership Team on the organisation, administration for year group events and activities - eg visits, celebration events.
- To carry out and/or support the administrative tasks relating to a specific year cohort – eg transition, college references and any other administrative task required by the Key Stage Manager
- To ensure that student records are organised and updated on SIMS and that all Child Protection and CAF information is stored appropriately.
- To undertake mid-phase admission interviews.

Working with Students

- To be a positive role model for students around the academy.
- To address issues regarding attendance, punctuality, dress and behaviour for the year group according to academy procedures. To take shared responsibility with other Student Achievement Managers for responses and follow up on behaviour issues
- To provide initial support for individual behaviour concerns using a range of strategies, including informing and working with tutors and parents/carers, setting up and monitoring Behaviour Management Plans.
- To implement, monitor and review personalised behaviour support plans.
- To hold individual or group detentions, or other sanctions, as the need arises.
- To take responsibility for the year group central display board
- To be visible around the building at key times during the academy day.
- To provide cover for Student Achievement Managers during breaks or absence of staff.
- To support students through their UCAS applications and/or career choices post A-Level

Other

- To assist in the organisation and attend evening events relating to their year group – eg parents' evening, Celebration of Achievement Evening and whole academy events

Community Responsibilities

- To work with parents, Local Authority specialists, business partners and educationalists as appropriate

Appraisal Responsibilities

- To be an active participant in, and recipient of, the Academy's appraisal system, which will include an annual review and, where necessary, re-designation of responsibilities in the interests of the student and staff needs.

Health and Safety

- To act as Fire Warden and First Aider.
- To contribute to a safe and healthy workplace by following health & safety instructions and policies
- To report accidents and hazards.
- Generally to care for one's own safety and that of others, including volunteers, students and parents, who may possibly be affected by actions or inaction.

Other Responsibilities

- To support the Senior Leadership Team to ensure the smooth running of lunch and break times.
- To participate in academy training and development
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To contribute to the overall ethos/work/aims of the Academy
- To uphold confidentiality at all times regarding staff and students.
- To comply with Hammersmith Academy's Professional Dress Policy and Code of Conduct.

- To actively comply with and promote all working policies and procedures.
- To present a positive personal image, contributing to a welcoming Academy environment which supports equal opportunities
- To carry out other reasonable tasks from time to time as directed by the Key Stage Manager and the Headteacher.

PERSON SPECIFICATION AND SELECTION CRITERIA

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Numeracy and literacy competence with GCSE or equivalent in Maths and English ▪ Good IT skills ▪ Level 3 or equivalent qualification ▪ Willing to undertake further training 	<ul style="list-style-type: none"> ▪ Current First Aid Certificate ▪ Child Protection Qualification
Experience	<ul style="list-style-type: none"> ▪ Knowledge and understanding of the UK education system ▪ Managing resources effectively ▪ Working with young people 	<ul style="list-style-type: none"> ▪ Use of ICT for curriculum and administration purposes ▪ Working with others in developmental work ▪ Knowledge and understanding of strategies for ensuring equal opportunities for staff and students ▪ Knowledge and understanding of the implications of the Creative and Digital Media Specialism
Leadership & Management Skills	<ul style="list-style-type: none"> ▪ An ability to prioritise, plan and organise work whilst in a busy environment ▪ An ability to deal appropriately with sensitive or difficult situations with clients/customers or members of the public ▪ An ability to achieve challenging professional goals ▪ Proven ability to manage your own time effectively ▪ Ability to take responsibility for your own professional development 	
Decision Making Skills	<ul style="list-style-type: none"> ▪ Proven ability to make decisions and solve problems ▪ Judge when to make decisions, or consult with others, or defer to the line manager ▪ Analyse, understand and interpret relevant information and data ▪ Think creatively and imaginatively to anticipate and solve problems and identify opportunities ▪ Ability to respond quickly and effectively to changing situations 	
Personal Qualities	<ul style="list-style-type: none"> ▪ Excellent communication skills – communicating effectively, orally 	

	<p>and in writing with staff, students, parents, governors, external agencies and the wider community, including businesses</p> <ul style="list-style-type: none">▪ Patience and empathy▪ Personal impact and presence▪ Adaptability to changing circumstances and new ideas▪ Energy, vigour and perseverance▪ Highest possible expectations of self and others▪ Self-confidence and enthusiasm▪ Intellectual ability▪ Vision, imagination and creativity▪ Reliability, loyalty and integrity▪ Ability to manage and overcome setbacks▪ Ambition and the potential for further promotion▪ An excellent record of attendance and punctuality	
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HOW TO APPLY

Please complete the Hammersmith Academy **application form** which includes a supporting statement, and a monitoring form.

With reference to the Job Description and Person Specification, write a supporting statement to show your skills, attributes and abilities to successfully fulfil the role of Student Achievement Manager at Hammersmith Academy (no more than 2 x A4 sides - min.11pt font).

This statement should include the following points:

- a. An explanation of how you would support the students to learn and develop at Hammersmith Academy
- b. With clear reference to your skills, experience and proven ambitions, an explanation of how you can make a significant contribution to Hammersmith Academy in your role, especially through the specialisms in ICT and Creative Media.

Please submit your completed application form electronically to:-

hr@hammersmithacademy.org

The closing date for receipt of applications is: **7th November 2016**

Interviews will be held Friday 11 November

If you have not heard further within two weeks of the closing date you may assume you have not been successful on this occasion.

Additional information about Hammersmith Academy can be found by going to our website:

www.hammersmithacademy.org

This post is subject to the receipt of two satisfactory professional references, a Disclosure Barring Service (DBS) clearance (undertaken by the Academy) and an overseas police check (if necessary).

Hammersmith Academy is an Equal Opportunities employer and does not discriminate on grounds of gender, race, age, disability or marital status.