



St Paul's Way

Education • Foundation • Trust



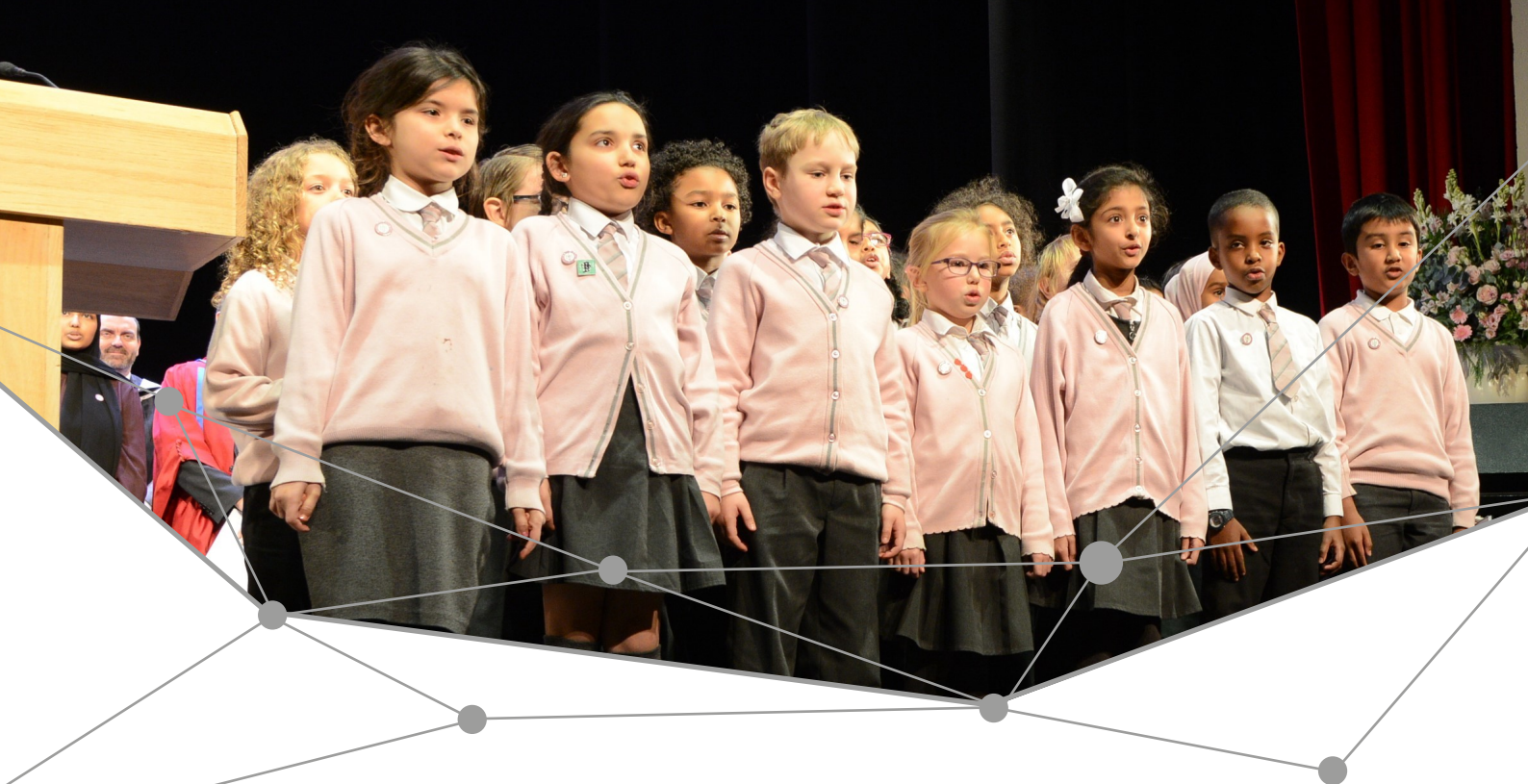
Candidate Information Pack

Student Achievement coordinator

*the best place to learn in, the best place to work in
and the best place to partner with*

UST

University Schools Trust



“ Providing transformational educational opportunities for all children...” ”



St Paul's Way Trust School

University Schools Trust

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Welcome



At St Paul's Way Trust we expect each of our graduates to be fully prepared for the opportunities and the demands of the adult world. During each child's school career we place strong emphasis on six key areas: Communication, Investigation, Networking, Participation, Scholarship and Vision. It is because students learn to excel in these areas that they gain the confidence to become successful global citizens.

Our undergraduate curriculum, which promotes both academic excellence and the development of well-rounded citizens, is the result of very close work with two of our Trustees: Queen Mary University of London and King's College, London. It is precisely because of our unique relationship with these Higher Education institutions, alongside our other University Trust Partners, including Warwick University, University College London, The University of Greenwich and the University of East London, that we are able to provide this exciting, relevant and robust learning experience.

The superb outcomes and the impressive university/career destinations achieved by our students, are testament to the success of our model and our belief that every child can fulfil their potential. Our accomplishments, however, have always been underpinned by the strong partnership forged with our families and the local community.

Our website will give you a broader picture of our school including key information and a sense of what our community stands for:

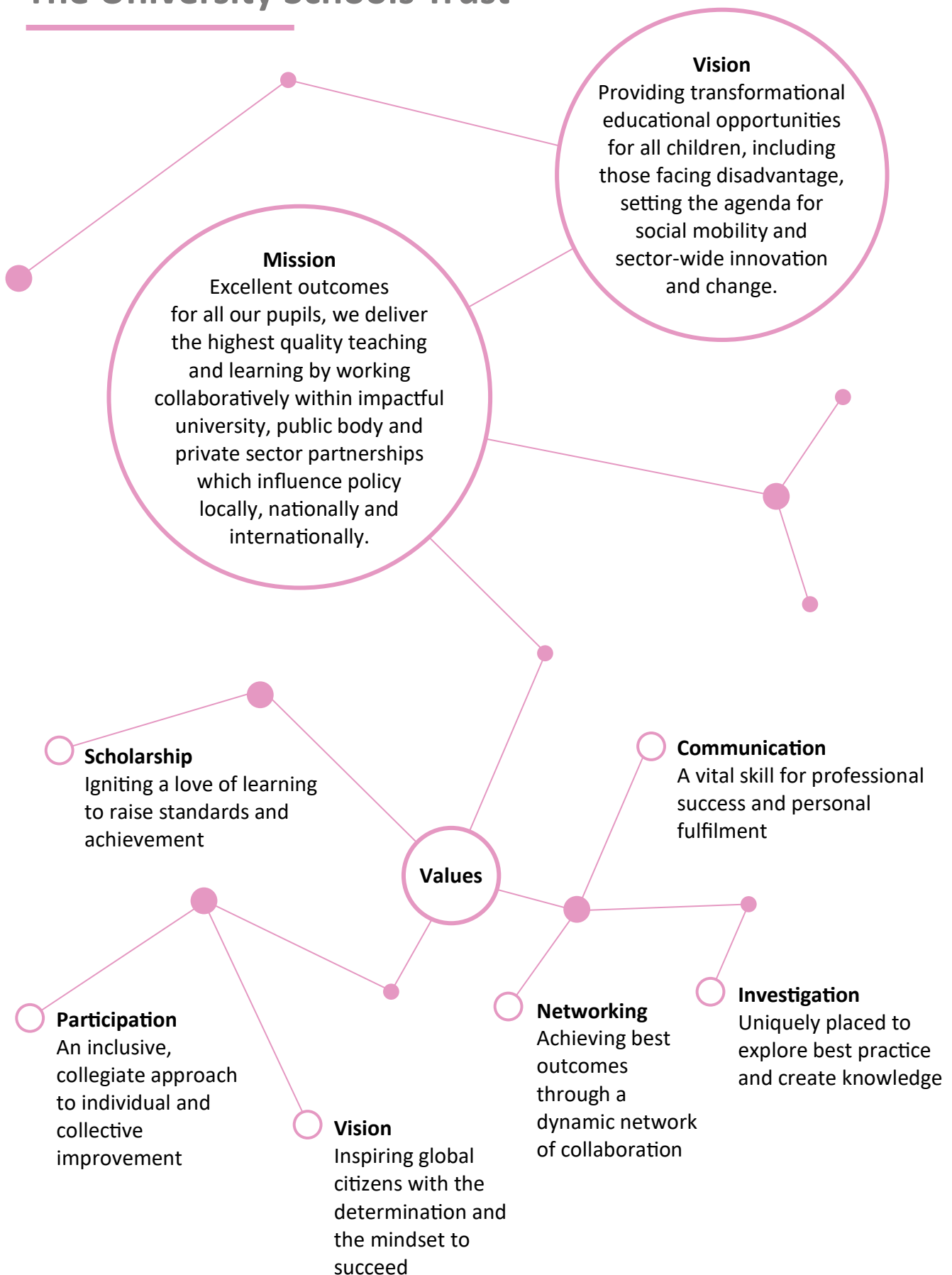
www.spwt.net

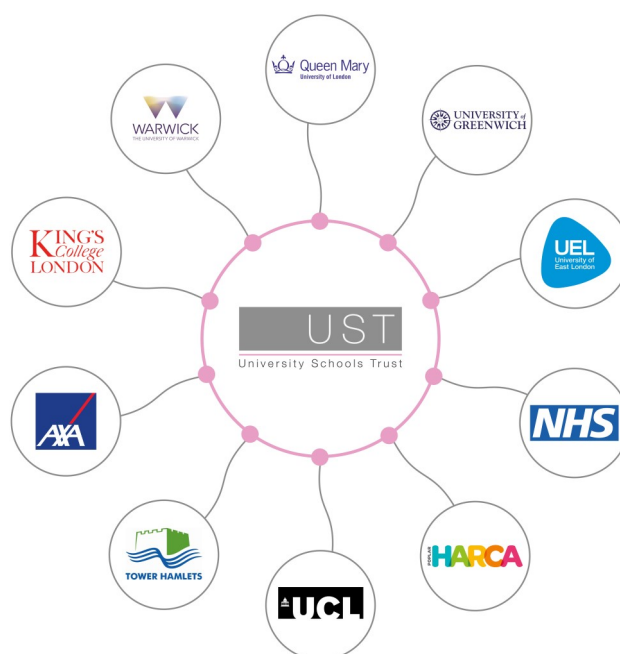
If you are interested in applying for the post and would like to arrange an informal discussion or a visit to our school, please contact Maria Ahmed (HR) on 020 7987 1883 or email umariaahamed@spwt.net

Philip Akerman

Executive Headteacher

The University Schools Trust





The University Schools Trust (UST) and our schools provide excellent education, derived from exceptional teaching and learning, for thousands of pupils each year.

UST is a unique partnership of six world-leading universities and five sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are academically challenged and we use our resources efficiently. The inspirational staff at UST are our greatest resource, and they are encouraged to innovate, share and continually raise our standards.

The UST School of Education, our innovative centre of excellence for school improvement, supports all our teaching and learning.

Our university links enable us to co-commission and participate in research to stretch our knowledge of what works and why, and our culture of open collaborative partnership encourages staff to share and learn with other education professionals.

By developing a culture of growth and excellence, the School of Education adds value to our greatest resource – our staff.

For more information about our School of Education please see:

www.ust.london/444/school-of-education

Our School

St Paul's Way Trust School is the secondary phase of an all-through school with St Paul's Way Foundation School. The school consists of 1,189 students on roll.

The school plays a pivotal role within the local community. The school received 540 1st choice applications for the 2019 intake in year 7, making it the most popular school in the borough for the fifth consecutive year. We have created a culture that is committed to ensuring that students and staff excel. Leaders are relentless in ensuring that students receive the highest quality of provision in terms of curriculum and extracurricular opportunity.

Through the school's extensive network of partnerships through the University Schools Trust and beyond, there is a culture of high expectation of outcome beyond just the classroom and students are offered an extensive range of opportunities to excel. Leaders are ambitious in their vision for the school. They continually set and achieve ambitious targets in terms of student outcomes, attendance, and destinations.

In 2017-2018, 98% of students from SPWT Sixth Form went to university. 66% of students went onto study at Russell Group Universities. Ambitious targets have been set for this year's GCSE and A Level outcomes, in keeping with the trend of high performance at both Key Stage 4 and 5 that exceed both local and national averages.

St Paul's Way Trust School provides an inspirational physical learning environment for children and young people, and warmly welcomes the community. Secure access between public and private areas enables pupils and members of the local community to easily access the school's extensive dual use community facilities, which include a theatre and a large public sports provision.

The school benefits from a Science Research Centre; a project managed by Queen Mary University of London (QMUL) and an additional set of outdoor tennis courts that were completed in Autumn 2018, funded by extended grants from London Marathon Trust and the Tennis Foundation.

Our Offer to you

Exceptional outcomes

- Exceptional A-Level results
- 96% of SPWT graduates going on to study at university.
- Most oversubscribed school in the borough
- Top attendance in the borough.

Attractive pay/conditions

- Inner London pay spine.
- Access to car parking facilities.
- Finance guidance and support.

Great location

- Located on Hackney/ Tower Hamlets border.
- Walking distance from Victoria Park/Mile End Park.
- Easy access to the Central line and Devons Road DLR.
- Short commute from Canary Wharf.
- Short commute to Westfield Stratford.

Workload and well-being

- 'Purposeful practice' workload tool.
- On-site gym access.
- Local incentives/discounts.
- Access to Cycle/Tech scheme.

Bespoke career pathways

- Teacher Development Trust 'Bronze' award for professional learning
- IOE accredited leadership courses (NPQML/ NPQSL/NPQH)
- Lead Practitioner development programme
- Bespoke career pathways for teaching and non teaching support staff.
- Faculty-led CPD budgets.

Partnerships

- University partners including those from Russell Groups.
- UST lead school.
- Opportunities to positively affect student life chances in schools across London.
- Annual Science Summer School hosted by Professor Brian Cox, the school's patron.

Unique curriculum

- Music scholars programme.
- Faraday school.
- Academic sixth form.
- Lead members of the Tower Hamlets Art Network (THAT).
- Inclusive provision including Deaf Support Base.
- Greenhouse tennis provision for students.

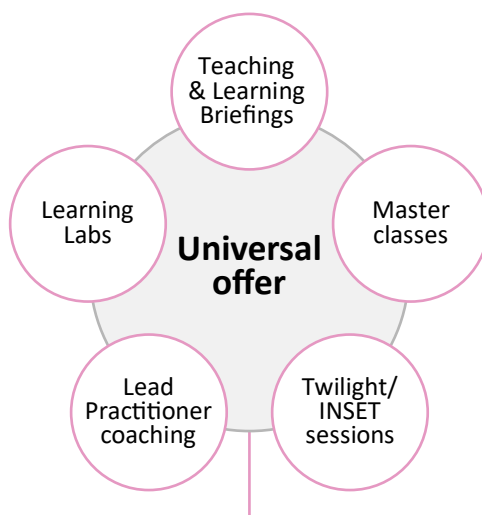
Policies driven by professionals

- Faculty lead feedback policies.
- Teacher led curriculum design.
- 'Purposeful practice' staff consultation to reduce teacher workload.

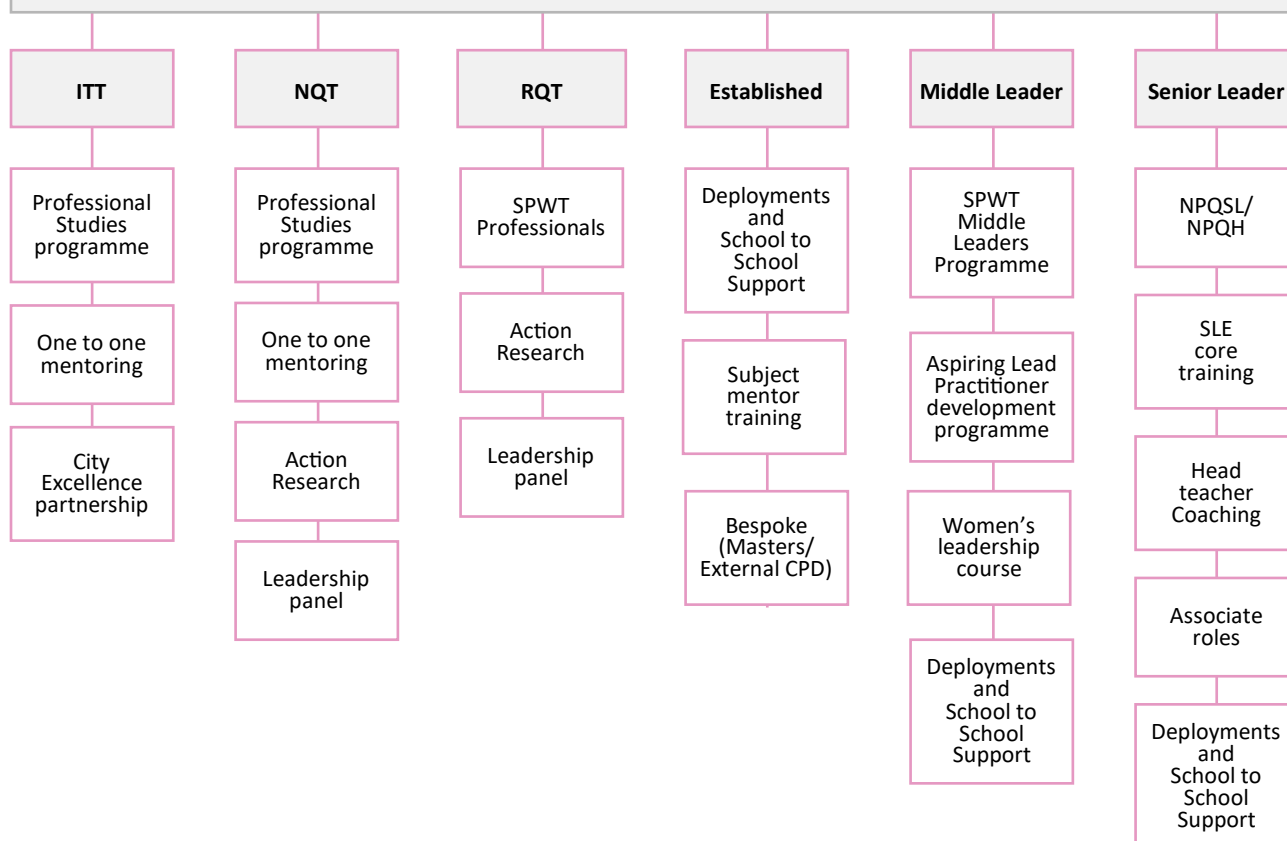
Development and Networking Opportunities

SPWT offers all staff teaching and non-teaching opportunities to train and develop as professionals at all stages of their careers.

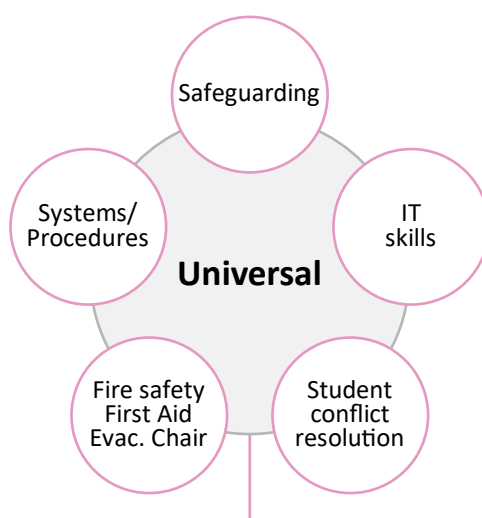
Our CPD Offer:



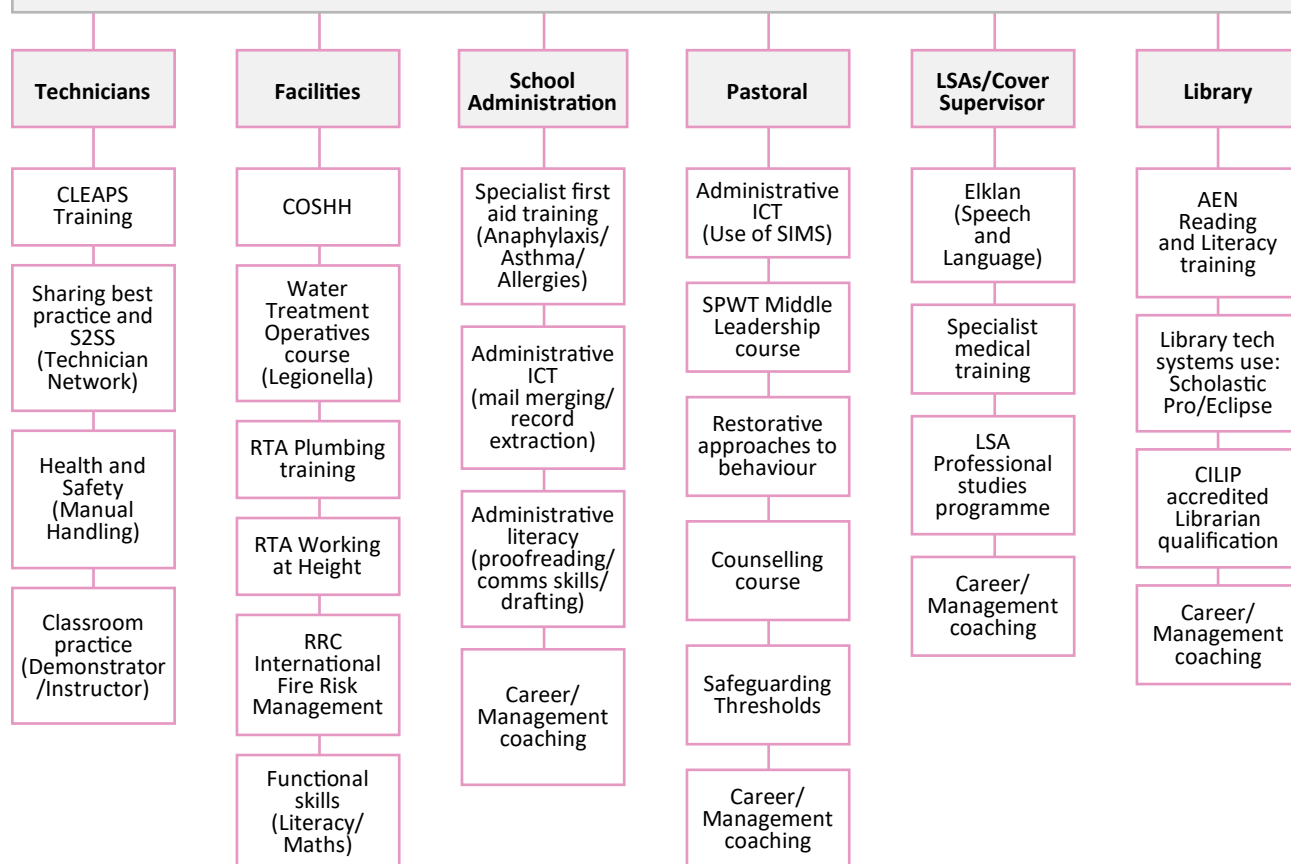
Bespoke career stage courses in addition to your universal offer



Our CPD Offer: The School Community



Bespoke career stage/training courses in addition to your universal offer





Job Description

| | | | |
|------------------------|---------------------------------|------------------------|---------------------|
| Job title: | Student Achievement Coordinator | Full/Part time: | Full time |
| Location: | St Paul's Way Trust School | Salary range: | PO1 £35,067—£37,491 |
| Responsible to: | Year Team Leader | Grade: | PO1 £35,067—£37,491 |

Job description:

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust, we are small enough to know and care about the professional development of every single employee. Through our influential trust partners, we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London,
setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

- To support the raising of attainment of all students in the year group.
- To plan early intervention programmes to ensure all students in the year group make progress.
- To track the attendance and punctuality of students across the year group providing weekly reports for the YTL and monthly progress reports for the Senior Pastoral Manager.

Additional time allocation –

- Year 7 – Transition/Summer School
- Year 8 – Interventions
- Year 9 – Interventions/Revision classes
- Year 10 – Revision classes
- Year 11 – Science Summer School/GCSE results
- Year 12 – GCSE/AS results, Science Summer School
- Year 13 – AS/A2 results, Science Summer School

SPECIFIC RESPONSIBILITIES

- To support tutors to monitor and track attendance and punctuality across the year group
- To follow up punctuality and attendance issues by liaising with students, parents and the attendance team
- To provide administrative support to the YTL
- To set and monitor targets for identified students
- To complete CAFs as necessary
- To be the Key Worker for identified students
- To ensure that attendance and punctuality certificates are produced each half term for identified students
- To keep records of merits received by all students and to ensure that these records are updated weekly
- To work with form reps to develop both a year and school ethos
- To organise and deliver group sessions for vulnerable students and monitor their impact
- To supervise the dining room and playground each lunch and break time for the year group
- To be responsible for the allocated Student Support Assistant ensuring that a weekly timetable is in place and regular line management meetings are scheduled.
- To support the YTL in organising day trips and residentials throughout the year to support students personalized programmes
- To organise and accompany students to offsite To organise special interest events eg coaching partners programme
- To deliver assemblies and ensure their smooth running
- To ensure that there is an effective tutor time programme in place and that regular learning walks are completed during tutor time.
- To support the YTL and form tutors to ensure that planners, uniform and equipment are monitored regularly

- To attend KS TIGS and to prepare necessary reports
- To quality assure data for TIG, Parents Evening, Academic Review Day etc
- To organise meetings with parents, in consultation with YTL, regarding students of concern
- To monitor students on report and feedback to YTL
- To liaise with LS regarding student progress and providing students with appropriate work
- To ensure that students placed in the internal exclusion room have appropriate work set and that completed work is returned to the subject teacher for marking and to organise and attend the reintegration meeting with parents and students.
- To be on gate duty at the beginning and end of each day
- To meet with the YTL each morning to identify priorities for the day
- To lead the weekly YTL morning briefing in the absence of the YTL
- To attend TAC meetings at the direction of the YTL
- To coordinate Parents Evening, Academic Review Day and other events.
- To monitor the provision and attendance at enrichment activities producing half termly reports.
- To lead the induction and monitoring of new students to the year group, including completing admission interviews
- To manage and organise a variety of support functions and to be responsible for and ensure that stock provisions are maintained and kept tidy. To provide hospitality for events that may occur before, during and after the school day.

The postholder must demonstrate a flexible approach in the delivery of work. Consequently the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

Training

- The postholder will be required to undertake training as required to be effective in carrying out all duties.

General

- Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
- Complying with the school's Equal Opportunities and other policies and assisting with their development and promotion within the school.
- Ensuring comprehensive procedures notes are compiled for key tasks.
- Any other duties commensurate with the grade of the post.

JOB DESCRIPTION AGREEMENT

The post holder will be line managed and appraisal managed by: Year Team Leader

The above job description was agreed in February 2021. It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

..... Signed by (Post holder)

..... Signed by (Headteacher)

| Person Specification for the Post of Student Achievement Coordinator | | Ess | Des | Evi |
|--|--|-----|-----|-----|
| Knowledge | 1. A basic understanding of the education system and a willingness to learn | | | |
| Qualifications & Experience | NVQ II or equivalent Experience of working in a secondary school environment. Excellent IT skills including Word, EXCEL, email and the internet. Highly developed organisational skills. Experience in the use of electronic data transmission. A wide ranging experience of managing a group of staff in a pressurised environment with competing and rapidly changing priorities. Experience of co-ordinating and delegating the work of a team. | | | |
| Leadership and Management Framework | The ability to work as part of a team. The ability to communicate effectively with individuals and groups of students, teachers, parents and other members of staff. The ability to establish and maintain effective working relationships with teachers and other members of staff. The ability to accept guidance and direction from teachers. The ability to keep written records A willingness to undertake training to ensure that the roles are effectively carried out. A commitment to the LA's Equal Opportunities Policy. A commitment to ensuring every student achieves his or her very best. | | | |
| Engaging With Others | Excellent interpersonal skills and communication skills to deal with staff, pupils, borough staff, Governors and outside agencies, including the ability to promote the image of the school. An understanding of the necessity for maintaining strict confidentiality, where appropriate. | | | |
| Valuing Diversity | 1. Experience, or empathy with, working in a multicultural environment | | | |
| Learning Effectively | IT literate and willing to undertake further training as required. A commitment to continuous professional development. | | | |
| Other | 1. A satisfactory Enhanced DBS disclosure | | | |

Application and Selection Process

All applications will be acknowledged and there is a nominal closing date for this role. Candidates are encouraged to submit their applications as soon as possible as preliminary shortlisting may begin as soon as they are received.

To apply please:

- Visit [www.spwt.net/contact vacancies](http://www.spwt.net/contact-vacancies) and follow the link to complete your application form.

Deadline for applications to be received by Midday, Friday 26th February 2021





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