**PARKLANDS HIGH SCHOOL
Job Description: House Achievement Leader (Grade 7)
Contract: Term Time + 1 Week
Hours: 37 per week (Mon–Thurs 08:10–16:30, Fri 08:10–15:10)**

### **Role Purpose**

The House Achievement Leader (HAL) plays a central role in supporting pupil success across academic and pastoral areas. Working within a vertically structured House system (Years 7–11), the HAL ensures all students achieve their full potential by monitoring progress, driving achievement, and providing tailored support.

You will join a collaborative team of 5 HALs and be a key member of the wider Achievement Team which includes non-teaching staff dedicated to student support and progress.

### **Key Responsibilities**

#### **Strategic Direction and School Development**

* Promote the vision, ethos, and policies of the school.
* Contribute to whole-school improvement, particularly through the Pastoral SEF.
* Support school-wide initiatives that raise achievement.
* Attend pastoral team meetings and respond proactively to developments.
* Liaise with external agencies and seek appropriate guidance when needed.

### **Core Duties**

#### **1. Academic Progress and Achievement**

* Monitor and analyse assessment data for your House.
* Track student progress across subjects, identifying underachievement and coordinating interventions.
* Provide feedback and updates to:
	+ Parents/carers (including hard-to-reach families)
	+ Form tutors and teaching staff
	+ Curriculum Leaders
	+ Senior Achievement Team (SAT)
* Lead the assessment review process and use outcomes to inform planning.
* Organise and deliver House and achievement assemblies.
* Oversee the use of rewards and sanctions in line with school policy.
* Develop and manage action plans for key groups and individual pupils.

#### **2. Pupil Welfare and Support**

* Liaise with the SENCO and external agencies as needed.
* Support transition processes with primary schools and post-16 providers.
* Monitor attendance and punctuality, implementing improvement strategies.
* Manage reintegration after suspensions and support behaviour strategies.
* Attend review meetings and parental engagement panels.
* Assist in appointing Prefects and members of the SSLT.
* Lead House assemblies, reward ceremonies, and vision-setting activities.
* Line manage form tutors and chair regular tutor meetings.
* Coordinate annual parents' evenings and attend out-of-hours meetings as required.

#### **3. Inclusion and Behaviour Support**

* Participate in the school’s on-call rota.
* Work with the Achievement Team to:
	+ Mentor targeted pupils
	+ Organise and run focus groups
	+ Support other HALs with pastoral concerns
	+ Work within the school’s Inclusion Rooms
* Manage late and behaviour for learning (BfL) detentions.
* Maintain accurate pupil records and case files.
* Act as a Cover Supervisor in exceptional circumstances.

### **Early Help Referrals (EHR)**

* HALs are responsible for leading on all Early Help Referrals, following internal referral from the DSL.
* Ensure all protocols are followed in accordance with training and safeguarding guidelines.
* Set up and chair EHR meetings involving relevant internal and external stakeholders.
* Accurately record all information and share updates with appropriate parties.
* Provide regular progress updates to the Designated Safeguarding Lead (DSL).
* Schedule and lead follow-up meetings as necessary, based on the needs of the individuals involved.

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### **Rewards System**

* Annually review and launch House reward initiatives to support engagement and motivation.
* Plan and coordinate reward trips, including completing all required risk assessments.
* Develop and manage targeted reward strategies for identified groups of pupils, offering personalised incentives.
* Oversee the reintroduction and delivery of House reward and celebration assemblies, fostering a positive House identity and recognising achievement.

### **Performance Review**

Progress in this role will be reviewed annually through the Performance Management process, with clear targets agreed upon.

### **Honorarium Details - for the Early Help Referrals and Reward Initiatives**

**HALs Honorarium: 3.5 (£3,343)**

**+1 Week Commitment:** This includes:

* 3 x INSET Days
* Open Evening
* GCSE and KS3 Presentation Evenings

**Additional Hours:** Additional paid hours may be claimed for activities including (but not limited to):

* Out-of-hours meetings with parents, police, or external agencies
* Parents’ evenings (up to 6)
* Twilight sessions
*All overtime must be pre-approved by the HAL Team Leader and/or Headteacher.*

### **Line Management**

HALs report directly to:

* Assistant Headteacher (Primary Line Manager)
* Deputy Headteacher: Student Achievement & Progress

### **Review and Revision**

This job description reflects the role as of **March 2025**. Responsibilities may evolve over time. Any changes will be made in consultation with the post holder.