

Job Description

Care and Achievement Coordinator

Post Title:	Care and Achievement Coordinator
Base:	Woldgate School & Sixth Form College
Salary:	SCP 11, £28,142 (Full-time equivalent salary) Salary will be pro rata for part time and term time working
Line Management:	Deputy Head for Care and Achievement
Contract:	37 Hours per week, Term time only, Permanent

Core Purpose:
- To work with the Deputy Head for Care and Achievement, Heads of School and Lead Care and Achievement Coordinator to ensure the welfare and progress of pupils. - As Care and Achievement Co-ordinator you will be the first point of contact for parents. You will be our school representative and your approach and relationship with parents will shape their impression of the school. This is, therefore, a very important role. You will listen to parents, reassure, resolve or liaise with teaching and Support colleagues, to ensure enquires or complaints are dealt with effectively and promptly. This will mean communicating before and after normal school hours with parents to ensure your availability and to deal with issues as they arise. In school you will work to maintain a calm, purposeful school environment where pupils can focus on learning. You will take responsibility for specific pupils as identified by the Deputy Head for Care Achievement, Heads of School and Lead Care and Achievement Coordinator and will be proactive in ensuring they receive the necessary encouragement and support to achieve their targets.

Duties & Responsibilities:

Key responsibilities

Attendance:

- To be present, at an allocated entry point to the school, every morning to welcome pupils into the school. To close entry points and then finally record the names of pupils who are late and record a note in their planner.
- To liaise with the Attendance Officer, Deputy Head for Care Achievement, Heads of School and Lead Care and Achievement Coordinator to identify a caseload of pupils whose attendance is such that it is starting to be a cause of concern.
- To liaise with the Attendance Officer, Deputy Head for Care Achievement, Heads of School and Lead Care and Achievement Coordinator to identify a caseload of pupils whose lateness at the start of the day or to lessons during the day, is starting to be a cause of concern.
- To ensure pupils who are absent from school for more than three days are contacted to offer support and for longer term absences, to provide work as necessary and to facilitate communication with subject teachers.

Care:

- To be the first point of contact for parents. To receive and act upon any query raised and to keep an accurate log of all enquiries. To resolve the issue personally, liaise with the teacher or HoD to seek a conclusion, or to escalate to SLT. To ensure all parents who make enquires are contacted within a week following the call, to ensure all parties have agreed an outcome.
- To proactively manage standards and behaviour around school under the direction of the Deputy Head for Care Achievement and to establish a positive learning environment, by visiting lessons and working in lessons, supervising individual pupils and challenging inappropriate conduct as appropriate.
- To ensure consistency in the wearing of uniform and to work with the Form Tutor, after they have made the initial intervention and the Deputy Head for Care Achievement and Heads of School where the basic expectations are not being met and are, therefore, disrupting learning.
- Work within school systems on safeguarding and communication to inform Heads of Department and academic staff about issues affecting pupils' progress and wellbeing.
- To work closely with and support the Deputy Head for Care Achievement in the investigation, taking of statements and liaison with staff following the submission of a serious incident form. To provide consistency and to help the Deputy Head for Care Achievement, who will lead the process, in achieving the correct outcome.
- To remove pupils from lessons if appropriate and to supervise private study.
- Contribute to pupils' personal development as a mentor and coach.
- Support independent study and enrichment.
- Contribute to the successful transition of pupils into each year group by identifying the needs of pupils and groups of pupils and to provide appropriately for them.
- Provide lunchtime (including within Pocklington itself) and break supervision each day, being available for and interacting with pupils, whilst ensuring that good order is maintained in and out of school.
- To supervise buses and oversee the safe transportation of children without incident.
- Assist annually with the organisation of a social event for each Year group.
- To provide a tailored support programmes e.g. reintegration, anger management, to identify pupils to meet their needs in overcoming barriers to learning and social inclusion.
- To run parenting classes (once appropriate training has been undertaken).

Achievement

- Maintain a caseload of children to manage interventions and support learning in classrooms.
- To be proactive in supporting standards and consistency, such as visiting lessons on a daily basis when the member of staff is absent.
- To audit existing support provided for targeted pupils/groups and report on the success of pastoral and academic support plans.
- Organise and oversee all daily lunchtime clubs, to organise and lead activities for vulnerable pupils to assist in general supervision at break and lunch.
- To remove barriers to learning.
- Promote and oversee rewards to recognise achievement.

Standard Duties:

- Understand the importance of inclusion, equality and diversity and the need to promote equal opportunities for all.
- Uphold and promote the values and ethos of the school.

Job Description

- Uphold all policies, procedures and codes of practice of the school.
- Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.
- To be first aid trained.
- Participate in workplace learning and development opportunities and work to continually improve your own performance.
- Undertake such other duties of a similar nature as the Headteacher may reasonably require.
- To undertake other similar duties commensurate with the grade, provided that such duties are within the competence of the post-holder.

Any other duties commensurate with the general level of responsibility of the post that the Headteacher may from time to time ask the post-holder to perform.

PERSON SPECIFICATION

Criteria	Essential	Desirable	Evidence
Qualifications			
The equivalent of 5 or more GCSEs (including Maths & English)		X	A/C
First Aid Trained		X	A/C
Experience			
Experience of working in schools with children/young people	X		A/I
Working knowledge of relevant policies/codes of practice/legislation		X	A/I
Experience of using SIMS.net (training available if required)		X	A/I
Knowledge and Understanding			
The ability to achieve challenging professional targets/objectives	X		A/I/R
The ability to develop and implement policy and practice which reflects the school's commitment to high achievement		X	A/I/R
To be able to judge when to make a decision, when to consult and when to defer to a senior member of staff	X		A/I/R
The ability to promote the ethos aims and objectives of the school to the wider community	X		A/I
The ability to prioritise own time, work under pressure and to meet workload demands with a sense of balance and perspective	X		A/I
To set high standards and provide a role model for students and colleagues	X		A/I
Personal Skills & Attributes			
A willingness to undertake training to develop expertise and specialist skills	X		A/I
Decision making skills - able to make a decision on an informed basis taking into account all possible outcomes of this decision	X		A/I
A sympathetic approach to parents and an understanding of the need for confidentiality	X		A/I
Energy, determination and perseverance	X		A/I
Communication skills (both orally and in writing) – the ability to make points clearly and understand the views of parents	X		A/I

Energy, determination and perseverance	X		A/I
Communication skills (both orally and in writing) – the ability to make points clearly and understand the views of parents	X		A/I
The ability to develop new ideas	X		A/I
Self confidence	X		A/I
Enthusiasm and commitment	X		A/I
Tact, persuasion and sensitivity	X		A/R/I
Reliability and integrity	X		A/I
A commitment to equal opportunities	X		A/I
Safeguarding			
A commitment to safeguarding and promoting the welfare of children and young people	X		A/R/I

A = Application; C = Certificate; R = Reference; I = Interview

Note - This person specification is not necessarily a comprehensive definition of the post. It will be reviewed during the first year and will be subject to modification and amendment after consultation with the post-holder.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.

How to apply

If you would like to apply for this vacancy, please download a Support Staff application form from the Wonder Learning Partnership website <https://wlp.education/working-at-wonder/jobs/>

Completed application forms should be returned to Ceri King People and Culture Lead via cking@woldgate.net

CLOSING DATE: 9am Monday 12th October 2026

Full information and application forms are available in the related documents section of this post.