

**REPORT TO: DUNDEE CITY COUNCIL EDUCATION COMMITTEE – 18<sup>TH</sup> JUNE 2001**

**REPORT ON: SCHOOL CO-ORDINATOR RAISING ACHIEVEMENT POSTS**

**REPORT BY: DIRECTOR OF EDUCATION**

**REPORT NO: 362-2001**

## **1.0 PURPOSE OF REPORT**

**1.1** This report seeks Committee approval to make permanent the ten School Co-ordinator Raising Achievement posts in the City's secondary schools. The posts are currently held on a temporary basis occupied by postholders on an 'acting-up' arrangement.

## **2.0 RECOMMENDATIONS**

**2.1** It is recommended that the Education Committee:

- i. establish a permanent post of Assistant Head Teacher to be titled School Co-ordinator Raising Achievement on the senior management team in each of the City's ten secondary schools from Monday 13<sup>th</sup> August 2001.
- ii. note the job outline for the post as set out in the appendix to this report.

## **3.0 FINANCIAL IMPLICATIONS**

**3.1** The cost of the promoted salary element of these posts is £60,000 and this has been included in the education Revenue Budget provision for secondary teacher staff costs. Approval of the recommendations will not, therefore, have any additional budgetary requirements.

## **4.0 LOCAL AGENDA 21 IMPLICATIONS**

**4.1** NIL.

## **5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

**5.1** Permanent continuation of these posts will assist with increasing equality of access to educational opportunity for pupils.

## **6.0 BACKGROUND**

**6.1** The allocation of school senior management team posts is determined in accord with the guidance given in the Scottish Executive Education Department Circular No. 826 – Structure of Promoted Posts in Secondary Schools which was issued in May 1972.

**6.2** The additional temporary post of School Co-ordinator Raising Achievement was formed in August 1998 and was viewed as a key appointment in taking forward the Council's Strategy to Improve Pupil Achievement. (Report 190/1998 and 115/2000 refer).

**6.3** The availability of this school senior management post has ensured that schools have been able to provide adequate management support to allow development of the following school programmes.

- monitoring transition from primary to secondary and from one stage to the next including transfer of information and an early check on performance against previous attainment
- monitoring of individual pupil progress (including primary performance) over time and the development of individual target setting
- co-ordination of study support programmes targeted at key pupil groups
- development of home-school links including additional information on progress of targeted pupils
- monitoring of attendance and schemes to improve responses to non-attendance and reduce absence and truancy
- development of alternatives to exclusion
- promoting school initiatives to raise self esteem and develop an ethos of achievement

**6.4** It should be noted that each school has used the allocation of this additional post creatively to develop its own strategy for raising pupil achievement within the Council's policy guidelines.

## **7.0 PROPOSALS**

**7.1** Feedback from secondary school head teachers has stressed the value of the co-ordinator's post in implementing the strategy for improving pupil achievement.

**7.2** The appointment of these additional temporary posts was also viewed positively by HMI when reporting on the department's approaches to securing continuous improvement.

**7.3** In supporting these views the department recognises that it is no longer appropriate to continue to meet this need on a temporary basis. Continuation of this arrangement would be outwith the spirit of the agreement that we have with teachers in respect of acting arrangements for promoted posts in schools.

**7.4** It is, therefore, strongly recommended that the allocation of senior management posts for secondary schools in the city should reflect the guidance given in the Scottish Executive Education Department Circular No. 826 with the addition of a post of Assistant Head Teacher to be titled School Co-ordinator Raising Achievement.



DUNDEE CITY COUNCIL – EDUCATION DEPARTMENT

**JOB OUTLINE ASSISTANT HEAD TEACHER SCHOOL CO-ORDINATOR RAISING ACHIEVEMENT (SCRA)**

**Management Structure**

The School Co-ordinator Raising Achievement (SCRA) will be a key member of the Senior Management Team.

The Senior Management Team currently consists of the Head Teacher, Depute Head Teacher and xxx Assistant Head Teacher. Policy issues and the day to day management of the school are discussed at meetings of the Senior Management Team.

Members of the Senior Management Team regularly attend Departmental meetings as link/liaison officers. In addition they will consult other team meetings and Policy and Review groups as required.

The SCRA will play an active role in contributing to and implementing school policies particularly those relating to raising pupil achievement.

**Management Responsibilities (General)**

The SCRA has the prime responsibility of assisting the Head Teacher to ensure that each pupil achieves their potential.

The SCRA will assist the Head Teacher in developing a process through which staff become actively consulted and involved in the school's strategy for improving achievement.

**Management Responsibilities (Specific)**

The SCRA has responsibility for the co-ordination of the school strategy for raising achievement. This will including advising the Senior Management Team on strategies for achievement, liaison with departments and the monitoring of progress at school and department level.

In addition the SCRA may have specific responsibilities for overseeing and promoting one or more of the following school programmes:

- a) Monitoring transition from primary to secondary and from one stage to the next including transfer of information and an early check on performance against previous attainment.
- b) Monitoring of individual pupil progress (including primary performance) over time and the development of individual target setting.
- c) Monitoring of standards of performance by class and stage subject.
- d) Co-ordination of study support programmes targeted at key pupil groups.

- e) Development of home-school links including additional information on progress of targeted pupils.
- f) Monitoring of attendance and schemes to improve responses to non-attendance and reduce absence and truancy.
- g) Development of alternatives to exclusion.
- h) Promoting school initiatives to raise self esteem and develop an ethos of achievement.

It should be noted that A Strategy for Raising Achievement is being developed by each school and therefore may contain other designated programmes appropriate to that school.

### **Teaching responsibilities**

The SCRA will be expected to undertake teaching duties which will be determined annually after discussion.

### **Other tasks**

The Head Teacher will allocate further senior management duties to the SCRA as is deemed necessary. These may include link/liaison officer duties with departments and responsibility for particular pupil groups within the school.

The performance of the remit will be the subject to review in line with the Authority's policy on staff development and career review.