



Job Description

Job Title: Progress Leader

JD Code: JDE01

Accountable to: Assistant Vice Principal(s) responsible for progress and pastoral care

Line Management:

This is a Middle Leadership position. The post holder will be directly accountable to the Assistant Vice Principal(s) responsible for progress and pastoral care for all initiatives related to this post.

Job Purpose:

To ensure excellent progress and attainment of students; high quality leadership, high standards of students' behaviour and respect; high standards of attendance across the year group.

To supervise whole classes during the short-term absence of the teacher. The main focus to respond to questions, assist students with set activities and maintain order.

Job Accountabilities:

- act as a role model for all students in the year group, setting high expectations
- using student progress and attainment data available in school systems such as *Progress2Success* to monitor and evaluate the progress and attainment of all student groups i.e. students in receipt of disadvantaged funds; ethnic minorities; SEND; girls; boys; high attainers
- use agreed intervention strategies to help those students in need of additional support
- identify appropriate priorities and targets within the year group, take the necessary action to meet these and review progress towards them. Ensure all members of the year team, teaching and support staff, work towards these common priorities and targets, sharing a common vision and setting high standards.
- promote inclusion and acceptance of all students
- encourage students to interact and work cooperatively with others and engage in a wide range of activities.
- provide clear, inspirational leadership and line-management to the tutors assigned to the year group
- monitor effective use of tutor period each morning
- follow the whole school behaviour for learning policy to enable all students and staff to work productively
- ensure that the staff and students in the year group follow all school policies effectively.
- monitor attendance and punctuality and liaise with attendance officer
- co-ordinate information that is require for multi-agency meetings



- provide opportunities for students to work in a variety of learning styles
- follow all agreed recording and reporting arrangements to parents according to school policies, calendar dates and deadlines
- maintain regular contact with families/carers of all students but especially students in need of extra support, keeping them informed of the child's needs and progress and to secure positive family support and involvement
- undertake home visits as required to support positive home school relationships.
- transport students to and from school as required to support engagement and maintain high standards and attendance, particularly at examinations. *The Progress Leader will be expected to maintain appropriate business insurance for their vehicle used for such home visits.*
- maintain an orderly, graffiti and litter free school and providing a safe, secure learning environment which inspires students to want to learn
- take an active and positive role in all pastoral, PSHE, Citizenship & Enterprise and extra-curricular activities, including the leadership of and accountability for the personal and economic well-being, care, guidance and support of a specific group of students
- lead regular morning assemblies with the year group in accordance with school policy
- support the spiritual, moral, social and cultural curriculum
- develop a year identity and build a strong ethos of respect
- know all the students in the Year group as well as possible and develop positive relationships with students, parents and carers
- complete all monitoring paperwork in line with school policies
- provide classroom management to classes in absence of a teaching member of staff, creating an orderly and purposeful environment in which students can complete work set by the classroom teacher
- support small groups to access learning
- any other duty deemed by the Principal to be appropriate to this post.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
A. Education and training	<ul style="list-style-type: none"> English and mathematics GCSE (or equivalent) at Grade C or above 	<ul style="list-style-type: none"> Evidence of Continuous Professional Development
B. Skills and abilities	<ul style="list-style-type: none"> Ability to establish successful relationships at all levels Ability to deal with pupils, parents and staff in a calm and well thought-out manner Ability to work flexibly whilst under pressure with dealing with competing priorities Ability to address sensitive matters with a caring approach and appropriate confidentiality Understanding and awareness of current educational developments Ability to monitor pupil progress, attainment and attendance Ability to bring about change to pupils attitudes to learning Ability to ensure pupils are able to effectively manage time and understand the effective ways to learn and revise Driving licence and access to a vehicle satisfying the appropriate insurance requirements or another mode of transport to enable the carrying out of the duties of the post 	
C. Knowledge & Experience	<ul style="list-style-type: none"> Previous experience of working within a school environment Previous experience of providing pastoral support within an education setting 	<ul style="list-style-type: none"> Experienced in the use of Microsoft packages including Word, Excel, Power point, Email and other relevant software
D. Personal qualities	<ul style="list-style-type: none"> Excellent interpersonal skills A high degree of organisational ability High levels of motivation and commitment To have concern for individual needs and possess a real empathy with pupils Ability to communicate effectively and appropriately Ability to liaise with parents/carers and external agencies 	<ul style="list-style-type: none"> Ability to think analytically and flexibly



E. Approach to work	<ul style="list-style-type: none">• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality• Embraces change well	
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Once in post, the post holder will:

- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;
- vocalise the school's vision and aspiration to be a world class school
- be flexible to adapt to change
- be a role model and act as an ambassador for the Wade Deacon Trust in and outside of the school by speaking positively about the school and Trust in the community and upholding a 'Commitment to Excellence' at all times.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.