

Director of Progress

Information Pack – March 2018



Kingsdown School

“Innovative Education, Traditional Values”



About Kingsdown School

Kingsdown is a mixed Academy serving around 1200 students located in Swindon. In addition to our carefully picked and very capable Teaching team, we are incredibly proud of our Pastoral and, strong Learning Support team as well as our experienced Business Support team.

As a school we demonstrate commitment to the continued development of our students and staff. Our dedicated team strive to provide the best all round education for our students, preparing them for their future lives beyond school.

About the River Learning Trust



The River Learning Trust (RLT) is a Multi-Academy Trust responsible for a number of schools and a school centred initial teacher training provider based in Oxfordshire. The schools and SCITT are united by their commitment to the principles of the Trust and a common belief in the benefits of everything that is gained by working together.

The Trust has a proven track record in school improvement and Kingsdown seen numerous significant benefits of being part of this Trust.

There are three principles of the River Learning Trust that underpin all its work. These are shared by Kingsdown School. There are:

A Commitment to Excellence

Striving for the best educational experience through continuous improvement

Everyone Learning

Creating and taking opportunities that enhance lives through evidenced based practice supporting adult and pupil learning

Respectful Relationships

Acting with care, integrity, and fairness in all we do

"My teachers are amongst the best in the country, let alone the school. Their tireless determination to make sure every child is given a chance to succeed is fantastic and I can't thank them enough for what they've done for me..... I hope to one day repay the school for everything it's done for me"

- Kingsdown Student



Dear Applicant

Thank you for taking an interest in working with us at Kingsdown School. In September I took over the Headship. This was the Headship that I had been waiting for. I joined the School at the same time as a new Chair of Governors as well as the School becoming an official partner of the River Learning Trust. So these are very exciting times. A recent review with our teams showed that everyone firmly believes that we have made significant progress. As a team we are immensely proud of what we achieved together.

In January we set the new vision – “a school of excellence bursting with pride and ambition” as well as a new mission statement – “to champion each and every student”.

Reporting to a Deputy Head and supported by a talented and rewarding team, you will lead on the progress, personal development, behaviour and well-being of our students.

So if you are an outstanding practitioner and inspirational leader who is passionate about making learning effective and enjoyable, have the highest levels of integrity as well as excellent communication skills and can contribute to our journey of rapid improvement we would love to hear from you and encourage you to apply. In return we can offer a supportive and rewarding working environment and a real commitment to professional development.

Visits to the school are encouraged, I will be in school on 10 – 12th April during the Easter break and available to show you the school. To arrange a visit at this time please email me via eleighbennett@kingsdownschool.co.uk

This is clearly a really exciting time to be joining Kingsdown School. We are a School on a relentless journey to excellence. If you think you have the enthusiasm, passion and dedication to support us and our teams, then I would strongly encourage you to apply.

Emma Leigh-Bennett

Headteacher

Job Role: Director of Progress
Salary: Leadership Scale L8 – L12
Start date: September 2018



The Governing Body, Trust and Headteacher seek to appoint a Director of Progress who will play a pivotal role in the Pastoral Leadership Team. The successful candidate will be passionate about ensuring that all young people receive the support they need to achieve their full potential, regardless of the challenges or barriers they may face. You will be responsible for Progress Leaders and tutors within your allocated Key Stage.

Kingsdown School is at a very exciting stage in its history. From September we welcomed a:

- New Headteacher
- New Chair of Governors, and we
- Became an official partner of the River Learning Trust

In January we set the new vision – “a school of excellence bursting with pride and ambition” and a new mission statement – “we champion each and every student”.

We are looking for someone who is:

- an established and skilled pastoral leader with experience of leading pastoral teams and of achieving excellent outcomes for all students
- able to lead on progress, personal development, behaviour and well-being across the key stage by establishing a vision and culture that embeds pride and ambition in all students – in their current and future progress
- able to communicate effectively and appropriately with staff, students, parents and external agencies and secure the support needed
- a leader with real drive, enthusiasm, energy and determination
- ready and wanting to make a real difference to the lives of all our students

In return we can offer you:

- the opportunity to work with an incredibly strong, talented and committed team aiming for excellence
- a committed Senior Leadership Team and Governing Body who will support and challenge you
- an ambitious and dedicated student community who are well behaved, happy and eager to learn with supportive parents
- high quality CPD to develop your leadership skills and career
- opportunities to work with a dynamic group of leaders, the SMG (Strategic Management Group) of the school
- extended opportunities to network across the River Learning Trust

Kingsdown School is part of a Multi Academy Trust and joined the River Learning Trust on the 1st September 2017. The successful applicant will join the School as a River Learning Trust employee.

For any other enquiries or to request an application pack please contact Laura Burgoyne, HR Support Administrator on 01793 837087 or email recruitment@kingsdownschool.co.uk. Applications will only be accepted on a Kingsdown School application form with a covering letter by email or post. Please do not submit your details via any external website as these will not be received by the school.

Closing date for completed applications is Monday 23rd April at 08:00am.

Interview date to be confirmed.

If you have not heard from us shortly after the closing date this means that you have not been shortlisted on this occasion.

Kingsdown School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.

The following roles and responsibilities are under the direction of this post:

- Progress Leaders within key stage
- Tutors

Job purpose:

To lead on progress, personal development, behaviour and well-being across the key stage by establishing a vision and ethos that ensures all students:

- Are safe from relevant risks such as abuse, sexual exploitation and extremism, including when using the internet and social media
- Take pride in achievement and commitment to learning
- Are able to make informed and aspirational choices about the next stage of their education, employment, self-employment or training, where relevant, from impartial careers advice and guidance
- Are prompt and attend regularly
- Follow the school's behaviour for learning policies and manage their own feelings and behaviour
- Know how to keep themselves healthy, both emotionally and physically, including through exercising and healthy eating
- Have opportunities for personal development, so that they are well prepared to respect others and contribute to wider society and life in Britain
- Make good progress and have very positive attitudes towards their learning
- Have a good learning experience
- Have a smooth and successful transition between key stages [ks2-3, ks3-4 & ks4-5]

Areas of Responsibility and Accountability:

- lead and monitor the year group improvement plan
- lead and manage Progress Leaders linked to the key stage
- lead and manage Tutors to ensure they deliver excellent pastoral and academic support
- develop the tutorial programme and support with transitions
- analyse year group data after every data drop and identify underachievement and intervene as appropriate
- raise aspirations and develop a positive and ambitious ethos
- embed positive attitudes to learning for all
- instil pride and ambition in student achievement and their progress
- ensure attendance for all is above school target and intervene as appropriate
- embed high levels of punctuality and intervene as appropriate
- oversee all in year admissions
- work in partnership with parents and carers
- work in partnership with outside agencies
- support with the MER programme of the school
- provide ongoing opportunities for enrichment and leadership
- support and profile the work of the year group councils
- embed a culture of celebrating achievement and attendance
- contribute to the IAG programme
- contribute to the SMSC & assembly programmes
- share best practice and contribute to staff training
- contribute to the marketing and profiling of the school
- attend all school events linked to the key stage

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

A. Strategic Direction and Development

1. Develop and implement policies and practices for the key stage that reflect the school's commitment to high aspirations and achievement.
2. Create a climate which enables staff to develop and maintain positive attitudes towards students.
3. Establish a clear, shared understanding of the contribution that the pastoral team plays in students' spiritual, moral, social and cultural development, and in preparing them for adult life.
4. Use data effectively to identify students who are underachieving, and where necessary create plans of action to support those students.
5. Keep abreast of national, regional and local data and evidence to inform policies, practices, expectations, targets and student support strategies.
6. Establish with the team, short, medium and long-term plans for improvement.
7. Ensure that the work of the key stage team sits within whole school policies such as Behaviour for Learning and attendance.
8. Monitor the progress made in achieving plans and targets, evaluate the effects on learning and use this analysis to guide further improvement.
9. To keep up to date with national developments in pastoral welfare, teaching practice and methodology.

B. Leadership and Management

1. Articulate and exemplify high expectations for students and staff in all aspects of work demonstrating a clear presence around the school.
2. Help staff achieve constructive working relationships with students.
3. Be a very good role model – in pastoral support; professional relationships; impact on others, such as meeting deadlines.
4. Establish clear expectations for constructive working relationships among staff involved in the key stage.
5. Sustain own motivation, and as far as possible, that of other staff.
6. Appraise staff as required according to whole school policy and practice.
7. Audit training needs of staff including Health and Safety – ensuring appropriate training takes place.
8. Lead professional development of staff through example and support, and coordinate the provision of high quality professional development through the structures within school, and beyond.
9. Ensure that trainee and NQT colleagues are appropriately trained and mentored in the role of the tutor [in collaboration with the Professional Tutor].
10. Develop a good knowledge of the professional profile and capability of each member of staff in the team.

11. To work with colleagues to formulate aims, objectives and strategic plans for the pastoral team.
12. To delegate tasks appropriate to Progress Leaders and tutors.
13. To produce the Faculty improvement plan in line with the school improvement plan.

C. Leading Pastoral Support and Student Progress

1. To ensure Progress Leaders make highly effective use of Individual Behaviour Plans (IBPs) and Pastoral Support Plans (PSPs) where required ensuring their appropriate and effective use in line with LA procedures and national framework relating to the SEN Code of Practice
2. Monitor the provision of strategies to support independent learning eg: prep work, research, group work, learning skills and personal target setting through the delivery of the PSHE & C curriculum
3. Monitor and evaluate the progress of all students but in particular those who are deemed 'disadvantaged' across all subjects using the school policies to identify students requiring assistance and intervention
4. To be responsible for the management and organisation of a mentoring programme for identified year 11 students (year specific)
5. Arrange for relevant intervention support to take place, where necessary, liaising with the Assistant Headteacher to establish the appropriate external support
6. Monitor the progress of all vulnerable pupils (children on free school meals, children from forces families, children for whom English is a second language, children with learning difficulties, looked after children in the care of public authority, children with disabilities, traveller children and those with a child protection plan or subject to a CHIN) across the key stage
7. Lead and manage Progress Leaders within the key stage, using systems and procedures for care, intervention, praise, sanctions and monitoring of behaviour
8. Provide social, moral, spiritual and cultural guidance to all students across the key stage, through assemblies, year group events, tutor group activities, PSHE, Citizenship, pupil participation and the year council
9. Act as a role model for students across the key stage, insisting on high standards of behaviour around the school, coaching pupils and staff on behaviours for learning, planning ahead for behaviour management and intervening where there are behaviour concerns
10. Implement the Student Learning Profile and arrange for strategies for guidance on choice and decision making in the progression between key stages
11. Undertake visits to primary schools and implement strategies to ensure curriculum transition and continuity (key stage specific)
12. Liaise with contributory schools regarding the transfer of children to provide seamless learning
13. Induct new students into the year group
14. Induct new tutors to the team
15. Lead the relevant intervention strategies to achieve attendance targets
16. To manage the prefects from temporary positions as Year 10 Progress Leader through to their deployment and day to day management as Year 11 Progress Leader in conjunction with the Assistant Headteacher (key stage specific)
17. To lead and develop strategies for target setting, student tracking and monitoring of progress across subjects for students in year groups within the key stage

18. To lead and develop strategies for personalised and independent learning (study skills, application to controlled assessment, revising etc) and where required, consider alternative provision
19. To keep up to date with current initiatives in care, guidance and support
20. To be accountable for recognising the personal learning needs for students across the key stage, intervening where appropriate
21. To promote student involvement in House competitions and activities

D. Efficient and Effective Deployment of Resources

1. At least annually establish the staff and resource needs of the team and advise the Headteacher, or Leadership Team link, of likely priorities for expenditure, and allocate available resources with maximum efficiency to meet the objectives of the school and key stage plans and to achieve value for money.
2. Monitor the actual spending against the budget monthly using information provided by the Business Manager. Maintain control of ALL spending against agreed cost centres such that there are no unplanned overspends in any financial year.
3. Deploy staff to ensure the best use of expertise.
4. Ensure the effective and efficient management and organisation of resources within the team.
5. Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school (in collaboration with the Business Manager).
6. Use accommodation to create an effective and stimulating environment.
7. Ensure that there is a safe working environment in which risks are assessed properly.

E. Other Duties and Responsibilities

1. Lead team meetings.
2. Attend and contribute to the Middle Leaders' meetings as per the calendar and SLT on request.
3. Attend all Parental Consultation meetings as per the Calendar.
4. Attend Governors' Meetings as requested.
5. Attend Leadership Team Link Meetings.
6. Link with Directors of Learning where required.
7. Ensure the production of Exam Analysis Reports, Self-Evaluation Reports and Annual Action Plans where applicable.
8. Take an active role in area reviews as and when necessary.
9. Actively seek appropriate professional learning and development opportunities.
10. Any other reasonable request by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, every individual task undertaken may not be listed.