



Dear Applicant

Student Progress Manager

Thank you for the interest you have shown in the above advertised vacancy.

Please complete the Application Form, Equal Opportunities form and write a Letter of Application of no more than 2 sides of A4 explaining:

- how your qualifications and experience match the requirements of the person specification detailed,
- how you envisage contributing to the promotion and development of the subject at the School.

This is an exciting opportunity for ambitious and dynamic individuals who are looking to develop their skills in a vibrant environment.

Closing date: Closing date noon on Tuesday, 24 October 2017

Interview date: to be confirmed

Application packs are available from www.birkenheadparkschool.com. Completed applications should be returned to the HR Department, at the above address or by email to: recruitment@birkenheadparkschool.com

In the meantime, may we take this opportunity to wish you good luck.

If you require any further assistance please do not hesitate to contact the HR team.

Job Title: Student Progress Manager

Grade/Salary Scale: SCP 25- 34 (£22,658- £30,153 FTE) depending on experience
36 hours per week, 40 weeks per year
Projected actual salary £20,531 - £27,027

Accountabilities

Reports to: Deputy Headteacher

Job Purpose:

The school serves a community of significant disadvantage and deprivation. There are a number of barriers to raising achievement for students such as poor literacy and numeracy skills, low aspiration, a lack of resilience and poor attendance.

The post holder will focus on overseeing and monitoring school strategies designed to close the gaps between disadvantaged students and other students in order that they make accelerated progress in reading, writing and numeracy in Key Stage 3 and are fully prepared for the demands of Key Stage 4.

The role will involve close liaison with teaching staff to ensure the successful implementation of strategies identified in the school development and pupil premium plans. It is envisaged that the role will also build upon current practice to improve curriculum transition between Key Stage 2 and Key Stage 3.

Specific responsibilities:

- To oversee the delivery of provision for disadvantaged students in order that they make progress closer to other students nationally in reading, writing and numeracy
- To oversee the progress of disadvantaged students across all subject areas and provide regular feedback and analysis to the Senior Leadership Team on emerging issues
- To oversee the delivery of provision for disadvantaged students in order that they develop greater resilience, self esteem and aspiration
- To produce a clear and concise action plan for Pupil Premium provision and ensure the delivery of key actions by given deadlines
- To implement agreed strategies, evaluate their success and action plan for further improvement
- To assess and evaluate the effectiveness of provision for Pupil Premium students according to agreed milestones and undertake a full annual evaluation of Pupil Premium funding and its impact
- To liaise with other staff responsible for interventions and student progress
- To oversee the implementation of effective plans for curriculum transition between Key Stage 2 and Key Stage 3
- To maintain the school's published Pupil Premium information
- Undertake any other tasks commensurate with the post as requested by the Headteacher

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to A Level • Educated to GCSE Grade C or equivalent in English and Mathematics 	<ul style="list-style-type: none"> • Degree, professional qualification or equivalent
Experience	<ul style="list-style-type: none"> • Knowledge and understanding of education • A desire to work in a comprehensive school and a willingness to contribute to various aspects of school life 	<ul style="list-style-type: none"> • Experience of using SIMS/SISRA/FFT Aspire • Understanding and/or experience of strategies designed to improve educational outcomes for disadvantaged students
Skills	<ul style="list-style-type: none"> • Highly motivated and enthusiastic • High professional standards • Excellent communication skills at all levels, both written and verbal • High quality ICT and organisational skills • Excellent interpersonal skills and the ability to relate well to students, parents and outside agencies • Confidence to challenge difficult or sensitive situations • Ability to work effectively as a member of a team • Ability to work independently, show initiative and influence others • Ability to work under pressure, prioritise and meet deadlines • An understanding of school roles and responsibilities • Understanding and respect for confidentiality in relation to all issues connected with the role • A commitment to the safeguarding and promoting the welfare and development of young people • A commitment to equality of opportunity • A commitment to the vision and values of the school 	

Monitoring: As specified by the Headteacher and in accordance with the School's Performance Management Policy for all staff

Meeting attendance: As reasonably directed

Other: Undertake such whole-School duties and perform other tasks commensurate with the post as reasonably requested by the Headteacher