



Progress Leader Job Description

Post	Progress Leader (JE Code E204)
Grade	8 (37 hours, 52/52)
Start Date	Full time, permanent, from 1 January 2019
Responsible to	SLT Line Manager

Main Duties of the Post

To have overall responsibility and management of behaviour and achievement of children for a year group, implementing effective strategies so that the focus of students is on learning. To work in conjunction with teachers to ensure effective teaching and learning takes place within the year group (this could mean liaising with Heads of Department or members of the Leadership Team to tackle concerns). To work as part of the Guidance Team. As a member of the Wider Leadership Team to take a lead on curriculum development within the key stage and take a strategic role in relation to Aim Higher.

Support for Teachers

- To manage a team of Form Tutors on a day to day basis and arrange and conduct monthly year group meetings
- Support and give advice to maintain purposeful, orderly and productive working environment
- Analyse data from previous Key Stage to establish a baseline for the Key Stage and set challenging targets with the Senior Leadership Team and Heads of Department
- Co-ordinate data collection by staff and monitor the data for each student, and ensure effective target-setting to include students on report and monitoring of progress and mentoring takes place for each student
- Manage and update appropriate student records, information and data, producing analysis and reports
- Liaise and work with SENCO to best support students with SEND
- Work with the Senior Leadership Team and PSHE/Citizenship Co-ordinator to plan the PSHE scheme of work across the year group and ensure its delivery through the Form Tutor teams
- Help produce the Tutorial Programme for the year group

Support for Students

- Provide feedback to students in relation to progress and achievement
- Responsible for the development of the 'whole' student, offering opportunities for involvement in activities which will lead to spiritual and moral development, raised self-esteem and self-worth
- Promote and ensure the health and safety and good behaviour of students at all times
- Ensure high standards of cooperation from students with regard to behaviour, uniform, completion of homework, attendance and punctuality
- Liaise and work with the Learning Mentors, Gifted and Talented Co-ordinator and the Student Support Centre and other internal College support systems to ensure appropriate support is made available to each student
- Work with the Senior Leadership Team to ensure the College's Child Protection Procedures and Practices are implemented
- Identify those children requiring support from colleagues to ensure the appropriate services/agencies are engaged to work with the student and where appropriate their family.
- Develop a 1:1 mentoring relationship with children needing particular support
- Liaise and build positive relationships with parents of the students in the appropriate year group
- Liaise with external agencies such as Social Services to provide support for students

Support for College

- To have full knowledge and appreciation of the range of activities, courses, opportunities, organizations and individuals who could be drawn upon to provide extra support for students
- Implement the rewards and sanctions system within a year group
- Build and maintain good communication links with parents and students in the year group
- Communicate College values in a wide variety of ways - assemblies, setting a good example, visiting speakers, trips, links, PSHCE programme, links with careers/work experience/vocational placements
- Work with the Attendance Officer/Attendance Team within a year group in relation to monitoring and raising attendance levels
- Make effective use of, and liaise with, the Connexions Service, if appropriate
- Be responsible for completion and submission of complex forms, returns etc including those to outside agencies e.g. Child Protection Agency, Social Services, the Police, College Medical Services
- Take part in the development and implementation of the College's Behaviour Management Strategies
- Provide organisational and complex advisory support to the Governing Body
- Structure their working patterns so as to be highly visible to students when not in lessons e.g. student break and lunchtime duties.

- It is anticipated that the successful candidate will be flexible in terms of working patterns (parents evening/results days/parental events etc.), this is reflected by the 52/52 contract.

Whole College Responsibility

Undertake responsibility for a particular project or area of practice with a whole College theme to be determined by the Headteacher.

Management Responsibilities

- Liaise between managers/teaching staff and support staff
- Hold regular meetings with year group tutors
- Hold regular meetings with relevant teaching and support staff

Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the College
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development, as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To safeguard and promote the welfare of young people
- To contribute to the delivery of the key outcomes of Every Child Matters:
 - Be healthy
 - Stay safe
 - Enjoy and achieve
 - Make a positive contribution
 - Achieve economic well-being

General

To undertake any other duties appropriate to the grade of the post as requested by line manager or Headteacher. I agree that the Job Description is a fair and accurate statement of the requirements of the job

**Progress Leader
Person Specification**

Area	Criteria	Requirement
Skills/Knowledge/	<ul style="list-style-type: none"> Effective use of specialist ICT packages 	Essential
Aptitudes	<ul style="list-style-type: none"> Use of specialist equipment / resources Full working knowledge of relevant policies/codes of practice/legislation Ability to organize, lead and motivate other staff Ability to plan and develop systems Ability to relate well to children and adults Work constructively as part of a team: understanding College roles and responsibilities and your own position within these Ability to self-evaluate learning needs and actively seek learning opportunities Knowledge of resources available to support students and families 	Essential Essential Essential Essential Essential Essential Essential
Qualifications and Training	<ul style="list-style-type: none"> NVQ Level 4 or equivalent qualification or experience in relevant discipline Excellent numeracy/literacy skills 	Essential Essential
Experience	<ul style="list-style-type: none"> Several years' experience working in a relevant discipline in a learning environment 	Desirable
Disposition	<ul style="list-style-type: none"> Ability to remain calm and constructive in difficult situations 	Essential

To apply for this post please complete an application form and submit an accompanying letter (no more than two sides of A4). Your letter should outline how your skills, experience and core values make you a suitable candidate for the post. Completed applications should be returned to Mrs L Heide, PA to Headteacher, Burnside Business and Enterprise College, St. Peter's Road, Wallsend, NE28 7LQ or electronically to l.heide@burnsidecollege.org.uk

The closing date for applications is 9am on Friday 19th October 2018