**Whickham School**

**Job Title:** Progress Officer

**Grade: F** Points 23-26 - Full Time

**Directly responsible to:** Head of Year (Teaching or non-teaching)

**Main Contacts:** Senior Leadership Team, Head of Key Stage, HOY, teaching staff, pastoral staff, student support staff, AEC and AEN. Outside agencies, parents and carers.

**Hours of Duty:** 37 hrs per week. Flexible working – you must be at work between the hours of 8:30am and 4:00pm and you may be required to work any time between 8:00am and 5:00pm (evening meetings and training are in additional to this requirement). Any additional hours worked that can’t be taken during a half term will be banked. Banked time can be taken as part or whole days during school holidays. You will be expected to work all term time days, training days and three days in the summer term during examination results periods. Electronic monitoring systems are used to record working hours. Working before 7:30am or after 5:30pm would require prior approval from a line manager (evening meetings and events excepted). Banked hours must be used before the start of each half term and there will be no payment in lieu of hours not used.

**Summary of Role:**

* To monitor and support pupils’ academic and social development across a whole year group.
* To coordinate a team of Form Tutors by supporting and developing their roles in pupil development.

* To promote the highest standards of pupil behaviour, conduct and attitudes.
* To liaise with appropriate outside agencies.
* To assist in the academic and pastoral mentoring of designated students.
* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils follow this example.
* Promote and exemplify the schools safeguarding policy.

This will ensure all pupils enjoy school life and fulfil their potential.

**MAIN DUTIES AND RESPONSIBILITIES/ACCOUNTABILITIES:**

Operational Leadership & Organisation

* Identify and assess the needs of those pupils requiring extra support. Develop individual action plans for targeted pupils and work with an allocated group as required.
* Work with parents/carers to help address poor performance/attendance/behaviour. Undertake home visits with other pastoral staff and agencies to keep parents/carers informed and to secure positive family support.
* To be a presence in and around the school and tutor group rooms at key times in the day and develop nurture groups (e.g. before and after school, break, lunchtime, tutor time).
* To carry out investigations with students following incidents within/outside school and then to make suggestions as to the follow up action, in line with the schools Behaviour Policy.
* To provide information and advice to enable pupils to make choices about their own learning and behaviour.
* To contribute to the development of strategies, activities and alternatives to overcoming barriers to learning.
* To co-ordinate and co-operate with appropriate staff to ensure that behaviour support is obtained from a range of outside agencies, e.g. LA Behaviour Support Teams, Educational Psychologists, Platform, Police and voluntary agencies so that the school makes best use of specialist advice and assistance in the support of its most vulnerable young people.
* To link with parents and external agencies who work in support of our pupils to ensure coordinated provision and exchange of information.
* To develop and monitor Pastoral Support Plans for individual pupils in conjunction with the relevant staff, outside agencies and with parents.
* To work with appropriate staff to ensure effective systems for monitoring and addressing poor attendance and behaviour in order to contribute to meeting school targets.
* To contribute to and encourage participation in assemblies and enrichment opportunities.
* To coordinate and contribute to the daily management, supervision and development of the recovery room with the AEC Manager.
* To contribute to the management and supervision of detentions and on-call duties of pupils.
* To cooperate with appropriate staff in preparing appropriate information as needed for any meetings regarding pupils, attendance and behaviour panels, exclusion or other meetings as necessary. E.g. producing and collating reports, statements, records etc…
* In collaboration with appropriate staff develop and implement Student Assistance Programmes (self-help groups) within school across all year groups. Identifying specific areas to be covered within school e.g. self harm, self esteem, anger management and food issues.
* To contribute with appropriate staff to organise and run the rewards policy.
* To support the relevant staff for transition activities and liaison with Primary schools in this respect.
* To support the liaison for year 6 and organise year 6 taster days and other activities aimed at increasing intake.
* Liaise with the SLT and appropriate staff to facilitate the year 6 intake days & evenings, Open Evenings and parent evenings.
* Be responsible with appropriate staff for the daily pastoral issues/events that occur across all years.

Other:-

Attend appropriate INSET and Twilight training sessions as directed as well as any evening events such as Parents Evenings, Open Evenings etc.

To undertake any other reasonable duties, as determined by the Headteacher commensurate with remuneration.

To work as part of the pastoral team to develop and foster a real sense and ethos of team work within this area of school.

To attend all relevant meetings as directed.

As a member of the Pastoral Leadership Team contribute to the development of policies relating to pastoral issues and advise other colleagues accordingly.

**ORGANISATIONAL COMPETENCIES**

**1.** Co-operates and works well with others in pursuit of team goals by sharing information, acknowledging contributions and supporting others. Is willing to undertake some of the duties of other members of Staff during short term absence, providing that the priorities of this job description can still be achieved.

**2.** Demonstrates a high level of personal integrity by taking responsibility for own actions, and is willing to respond constructively to mistakes or errors of judgement

**3.** Maintains personal and professional credibility by being consistent, fair and respecting the need for confidentiality.

**4.** Undertakes any tasks/duties as appropriate to ensure the smooth and efficient running of the school, as identified by the Senior Leadership Team.

**5.** Carries out duties with full regard to school policies.

**6.** Requires and ensures that all information received and disseminated, whether verbal or written is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner.

Agreed correct by Postholder: Sign: ..……………………………………….. Date: