CHENEY SCHOOL - JOB DESCRIPTION

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| **Job Title** | Head of Student Progress | Grade | TLR 1(2) |
| **Reporting to** | Assistant Head Teacher (Pastoral) |

As Head of Student Progress you will have prime responsibility for improving the school’s provision for (and tracking and monitoring of) students within one or more year groups leading to a diminishing gap between advantaged and disadvantaged students.

# Key Duties

* To lead Quality Assurance of Teaching and Learning provision for pupils within the year group(s).
* To provide a clear and concise action plan to improve students’ progress and attainment within the year group(s).
* To monitor the impact of, and make adjustments to, actions and interventions to improve the progress of students. This would ensure that work of in school resources and external agencies meet the needs of those students receiving interventions.
* To line manage the Pastoral Leader.
* To support the Pastoral Leader in monitoring attendance, punctuality and behaviour to ensure that there is consistent application of the Respect for Learning policy.
* To have an overall responsibility for leading a team of form tutors and overseeing and supporting their pastoral work and PSHE curriculum within the year group.
* To liaise with parents regarding pupil progress and, when necessary, regarding strategies for addressing areas of concern.
* To lead in the organisation of parents’ evenings and other meetings regarding progression or transition arrangements.
* To liaise with other staff responsible for interventions and pupil progress including the SENCO and Assistant SENCO, Heads of Faculty, Primary Schools and Pastoral Teams.
* To lead and coordinate the assessment and evaluation of the effectiveness of provision for students.
* To lead whole school priorities, setting agendas for faculty and pastoral work, etc.
* To maintain and apply up to date knowledge of best practice and innovation in learners’ provision.
* To contribute to professional development for whole staff and individuals.
* To provide the Senior Leadership Team and Governors with progress reports on pupils within the year groups you will manage.

# Other Responsibilities

* To ensure the safeguarding of students, especially vulnerable students, at the school in line with the school’s safeguarding policy.
* To support the aims and ethos of the school.
* To be an excellent role model and set an excellent example in terms of punctuality, attendance and expectations of pupil behaviour.
* To attend team and planning meetings (where reasonably possible and at the discretion of all staff concerned).
* To undertake other duties from time to time discussed with Line Manager and/or the Head of School where appropriate.