**PROGRESS LEADER: STANDARDS AND WELLBEING**

**YEAR 7/TRANSITION**

Responsible to: Assistant Headteacher

1. To contribute positively to the whole school vision; assisting in strategic planning for continuous school improvement.
2. To pro‐actively work, lead and inspire within the designated year groups team driving the key stage forward and promoting this within and outside of the school community.
3. To have overall responsibility for academic progress, achievement and personal development of all students under their care.
4. To lead and manage a team of form mentors to promote the positive ethos and culture of the designated year groups, including students’ spiritual, moral, social and cultural development.
5. To effectively use data, tracking and monitoring systems and clear communication with relevant staff to ensure all students achieve academic excellence.
6. To have a complete overview of the academic profile of the students within their designated year groups assisting them to make progress in line with individual targets with a significant number to make better than expected progress.
7. To work closely with the Assistant Headteacher to ensure the highest standards of behaviour, attitude, conduct, attendance and punctuality of all students within the designated year groups.

**Specific Duties and Responsibilities:**

* Leading on the progress of students throughout the school in both academic and social development.
* To communicate effectively on tracking and monitoring of behaviour and attendance and day‐to‐day preventative and intervention strategies.
* To identify students early who are not making sufficient progress and implement effective interventions to support these students.
* To work closely with staff to support students who are not making the required progress in their learning in school.
* To ensure a range of appropriate additional provision or intervention is employed with underperforming students and continually evaluate and review to ensure the most appropriate approach is employed.
* To continue to update the Standards and Wellbeing SER and Improvement Plan in preparation for presentation to peers, SLT, the Headteacher and governors three times a year.
* To work collaboratively with class teachers, Curriculum Leaders, mentors and outside multi‐agencies on the provision and intervention mapping of underperforming students.
* To effectively develop and lead the team of tutors ensuring consistency and high quality provision across all tutor groups through an active tutorial programme
* To help promote the attitudes of individual responsibility, independence, care for others and ambition amongst our students through a variety of methods including assemblies and rewards.
* To help promote to parents/carers how they can support their child achieve good health, wellbeing and academic progress.
* To work closely with staff on serious behaviour, attendance and punctuality concerns and re‐enforce whole school policies.
* To visibly promote a positive school ethos through ensuring the highest standards in relation to uniform and appearance, conduct, manners, and readiness to learn of all students.
* To assist in the formalised processes of exclusion re‐admission, pre‐exclusion and fixed term exclusions.
* To co‐ordinate and lead assemblies in line with the whole school focus, encouraging an active contribution from students.

**Transition**

* To work closely with feeder schools and parents to establish strong links in order to ensure the smooth and positive transition of students from Primary to Secondary education.
* To assist in the organisation and development of transition events and visits.
* To assist in the preparation of transition materials and information for parents and children.
* To closely monitor and track pupils’ progress in Year 7 with regard to settling in to routines, behaviour expectations, curriculum and homework via information from Form Tutors and subject teachers; take timely action to support, guide and rectify as necessary.

In addition; undertake any other role of responsibility from time to time, as reasonably directed by the Headteacher.