

JOB DESCRIPTION

JOB TITLE:	PROGRESS LEADER
JOB HOLDER:	
LOCATION:	THE PINGLE ACADEMY, CORONATION STREET, DE11 OQA
LINE MANAGER:	ASSISTANT PRINCIPAL
JOB GRADE:	TEACHERS PAY SPINE + TLR2.8

The post holder is required to advance and execute the Academy's objectives, policies and procedures so that:

- ❖ Teaching and learning are of the highest possible quality and all students make expected progress or better
- ❖ Members of the Academy community support and care for each other
- ❖ Students learn in an ordered and secure environment

JOB OBJECTIVE

To contribute to the Quality Assurance cycle of the Academy through four strands:

- Monitor, track and provide intervention to raise student achievement and progress for all, including identified groups within the cohort
- Reduce barriers to learning
- Manage personal progress
- Lead a team of progress tutors.

The post holder will also be expected to play an active role within middle management, providing professional leadership for the year team, acting as a positive role model to ensure high quality tutoring and effective use of resources is in place to raise standards of student attainment and achievement to support student progress.

The post holder will be accountable for ensuring students are organised for learning and that counselling, support, advice and help are available to secure the welfare of individuals, their placement on appropriate courses of study and maximise their progress in learning.

MAIN DUTIES AND RESPONSIBILITIES

The post holder will fulfil the following responsibilities, in addition to the main duties and responsibilities detailed within the relevant teacher job description.

- To be accountable for leading, managing and developing the pastoral curriculum in a year group.
- To lead the development of appropriate learning activities during form time and enhance the teaching practice of each tutor in the team.
- To use comparative data together with information about students' prior attainment to help set targets for improvement.
- To be fully aware of the implication of the code of practice for students with special educational needs within the year group, liaising with the SEN Lead/SENCo and Head of Department when required.
- To be aware of statutory requirements for safeguarding issues and work closely with the Academy's designated safeguarding officer to ensure that statutory procedures are followed.
- To use appropriate systems and strategies to monitor behaviour, classroom performance, attendance, homework and the 'thought for the week', eg observation, work sampling, SIMS data, checking student organisers.
- To have a full understanding of the Academy's single equality policy and use appropriate strategies to implement this within the year group.
- To work closely with parents/carers to support student progress.
- To manage the induction, screening and placement of all new admissions to the year group and ensure these students are monitored closely.

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- To manage responsibilities specific to the year group, eg year 9 options, liaison with primary colleagues and sixth form procedures.
 - To organise assemblies, parents/carers' evenings and other routines as required.
 - To manage form rooms to ensure a high standard of care.
 - To produce, facilitate and monitor the progress of the strategic development plan for the year group, ensuring it makes a significant contribution to the overall Academy improvement plan.
 - To use rewards effectively within the Academy system, ensuring that rewards are given in line with the key strategic areas
 - To liaise with and hold meetings with outside agencies (eg. CAMHS, MAT) to ensure the needs of vulnerable students are met, including students at alternative provision
 - To ensure that meetings with outside agencies and other internal and external stakeholders include targets around achievement and progress
 - To monitor the setting of homework by teachers within the year group and to monitor completion by the student, taking necessary action to ensure both are of a high standard.
 - To promote and monitor the academic progress of the year group, including groups of students within the year group e.g. PP, SEND, LAC, using the Academy's academic data monitoring systems, ensuring academic success.
 - To be aware of the curriculum for the year group as appropriate and to be involved in developments issues e.g. options, exam entries.
 - To work with the Leadership Team and ensure students who are under-achieving in several subjects receive intervention and mentoring which is to be monitored.
 - To work closely with the behaviour team, ensuring that issues arising from the behaviour data workbook are actioned. The post holder must support students and parents/carers, ensuring improvements are made, supporting students learn effectively.
 - To liaise with the behaviour team, ensuring that interventions are in place, which focus on and include targets towards achievement and progress.
 - To monitor attendance and punctuality within the year group and work closely with students, parents/carers, the Attendance Officer and the appropriate Assistant Principal to ensure improvement.
 - To be fully aware of all policies and procedures relating to different group
 - To ensure interventions are developed and monitored eg. PL/FT phone call home, PL/FT reports and FSW intervention with other interventions as appropriate
 - To be aware of the methods of monitoring eg. Data scrutiny, lesson observation, learning walks, work scrutiny, monitor homework, student and carer/parent voice

Staff Development/Recruitment and Deployment:

- To work with the Vice Principal to ensure staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To quality assure the delivery of the pastoral curriculum and develop the teaching practice of tutors
- To provide intervention as required which focuses on and sets targets towards achievement and progress
- To be responsible for the efficient and effective deployment of pastoral staff.
- To liaise with the Cover Manager to ensure appropriate arrangements for form groups is arranged when tutors are absent.
- To implement and effective induction for new tutors, ensuring compliance to the Academy's procedures.
- To be responsible for the day-to-day management of the staff within the year team and act as a positive role model.

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Quality Assurance:

- To ensure the effective operation of quality control systems to monitor, track and facilitate interventions and set targets for improvement according to student data in all key strategic areas.
 - To establish the process of setting targets within the year team and to work towards their achievement.
 - To establish common standards of practice within the year team and across the Academy.
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- To monitor and evaluate the year team in line with agreed Academy procedures, including evaluation against quality standards and performance criteria.
- To seek and implement modification and improvement where required.
- To ensure the year team's quality assurance procedures meet the requirements of self-evaluation and the Academy improvement plan.

Information and Data Management:

- To prepare reports on key strategic areas as required by LT/Governors/Trust/OFSTED
- To ensure the maintenance of accurate and up-to-date information concerning the year team on SIMS.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the year team.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with relevant staff, to manage the year team's analysis of data.
- To provide the Governing Body with relevant information relating to the performance and development of the year team.
- To provide governors with behaviour/academic logs and exclusion records as required.
- To identify and ensure provision for students who need specific support e.g. mentoring or counselling.
- To be responsible for analysing behaviour data and producing reports as appropriate, including reports to governors and exclusion panels.
- To supervise attendance and punctuality and meet targets set, and to liaise with the attendance officer and outside agencies in accordance with Academy policy.
- To hold regular year group assemblies.
- To be responsible for the induction of new students into the year group.
- To develop and maintain an informed knowledge of the year group.
- To seek the views of parents/carers and students with regard to overall educational provision within the Academy and in accordance with Academy strategic plan priorities.

Communications:

- To ensure effective communication and consultation with parents/carers.
- To liaise with partner Academy's, social services, CAMHS, and other outside agencies as required.
- To represent the year team's views and interests.
- To liaise with colleagues in other year teams to ensure the smooth transition between key stages.

To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the designated/deputy designated safeguarding lead or your line manager as appropriate.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.

NOTES

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
 2. This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
 3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification at any time after consultation with the holder of the post.
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4. Teaching staff participate in the Academy's appraisal system; ATP&C staff participate in the Academy's professional review programme.
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This Academy is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the Academy's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service.

Signature Date
(Job Holder)
