



Progress and Welfare Assistant Job Pack

Progress and Welfare Assistant

(launched in November 2018 for immediate start)

Letter to Candidates from Ms Sophie Cavanagh, Head Teacher of The Kingston Academy



Dear Candidate,

Thank you for your interest in The Kingston Academy, a new Outstanding secondary school. I am delighted that you are considering joining our accomplished team. The opportunity to share in the architecture of a new school and be integral in its delivery at a strategic level is unique.

The successful candidate for this role joins us at an exciting stage in our development. The project to build a large modern extension with state-of-the-art STEM facilities to house our growing school will be nearing completion. The addition of a new Year 7 intake in September 2018 brings total pupil numbers to over 700, whilst our original History Makers, now in Year 10, have started their KS4 studies. In addition, planning for the development of our Sixth Form now begins in earnest.

Recruitment and development of exceptional staff is a top priority for us at The Kingston Academy. Our team comprises teaching professionals who are invested in the process of ensuring our pupils achieve to the very best of their abilities, supported by an experienced and committed operations team. We understand that our drive to build an exceptional school relies upon our ability to recruit a fantastic staff cohort and offer them excellent opportunities for professional development.

We hope you will be able to see your place in The Kingston Academy story and come forward to apply for this new role. Prospective candidates are very welcome to come for an informal visit to the school prior to submitting their application, to meet with one of our Deputy Heads and talk about the role, the Academy, the staff and pupils, our governance and the vision for the school. Alternatively, you may call to discuss any questions you may have prior to submitting your application. You can contact my PA, Justine Free, on 0208 465 6200 in order to arrange a suitable time. However, please do not feel that you will be disadvantaged in any sense if you choose not to.

I very much look forward to receiving your application.

Ms Sophie Cavanagh
Head Teacher

Key Dates

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| Commencement: | As soon as possible |
| Closing date: | Sunday 25 th November |
| Interviews: | Thursday 29 th November |

Progress and Welfare Coordinator Job Description

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| Job Title: | Progress and Welfare Coordinator |
| Job Purpose: | The post holder will take responsibility for supporting the good attendance and punctuality of all pupils across the school, working closely with Heads of Year and the rest of the pastoral team to ensure that pupils are well cared for. As part of the role, the successful candidate will also be required to carry out cover supervisor duties up to a defined maximum number of lessons per week. |
| Salary: | Grade E/F, Spinal Point 25 – 30: £25,755 - £31,563 |
| Reporting Line: | Assistant Head i/c Foundation Stage (including Attendance) |
| Start Date: | As soon as possible |
| Tenure: | Permanent, 37 hours – Term time (8.00 – 5.00) + one week (40 weeks) |
| Location: | The Kingston Academy, Richmond Road, Kingston Upon Thames KT2 5PE |
| DISCLOSURE LEVEL: | <i>Enhanced – The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.</i> |

JOB PURPOSE

Specific Accountabilities


Attendance and Punctuality

- Day to day responsibility for the attendance and punctuality of pupils across the school
- Ensure that all Academy procedures relating to attendance and punctuality are followed
- Each week ensure all attendance and punctuality statistics are recorded, analysed and actions are taken to reach individual and group targets
- Communicate attendance and punctuality concerns to parents and carers working with them to ensure improvement
- Coordinate and conduct home visits, where appropriate, to support pupils to improve attendance and punctuality
- Communicate attendance concerns to the Heads of Year and Senior Leadership Team
- Liaise with and organise support as required with external agencies and partners, including the Education Welfare Officer attached to the school
- Ensure appropriate arrangements are made for pupils who are unwell or who have accidents during the academic year.

Cover Duties

- Assisting pupils in completing the assigned work programme
- Managing behaviour and ensuring the lesson plan is delivered to a high standard

Behaviour and Rewards

- Day to day responsibility for the behaviour and rewards of the year group including implementing lesson checks, managing behaviour escalations, reporting mechanisms, detentions and exclusion processes and paperwork.
 - Each week ensure all behaviour and rewards statistics are recorded, analysed and actions are taken to reach individual and group targets
 - Communicate positive and negative concerns to parents and carers working with them to ensure improvement where there are concerns
 - Communicate behaviour concerns to the tutor and Heads of Year as appropriate
 - Present cases to Inclusion Panel where additional support is required, seeking to work in partnership with colleagues offering additional needs support
 - Liaise with and organise support as require with external agencies and partners
 - Collate and record work for students who are excluded or withdrawn from the Academy community through isolation or part time timetables.
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Uniform and Equipment

- Day to day responsibility for the uniform and equipment of students in the year group including liaising with parents as appropriate
- Working with tutors and the Director of Progress and Enrichment regularly monitor student planners and equipment.

Communication

- Liaise with parents and staff on student behaviour and welfare matters keeping them informed regarding disciplinary issues and actions, including the use of standard letters.
- Respond to parental enquiries and follow up, logging date, time, reason, and action.
- Ensure all student records are kept up to date both electronic and hard copy and that all relevant information is disseminated to staff.
- Assist with the preparation of student reports and liaise with admin/clerical team in the production of all student assessment data and standard/general letters home.
- Provide effective liaison with relevant outside agencies.

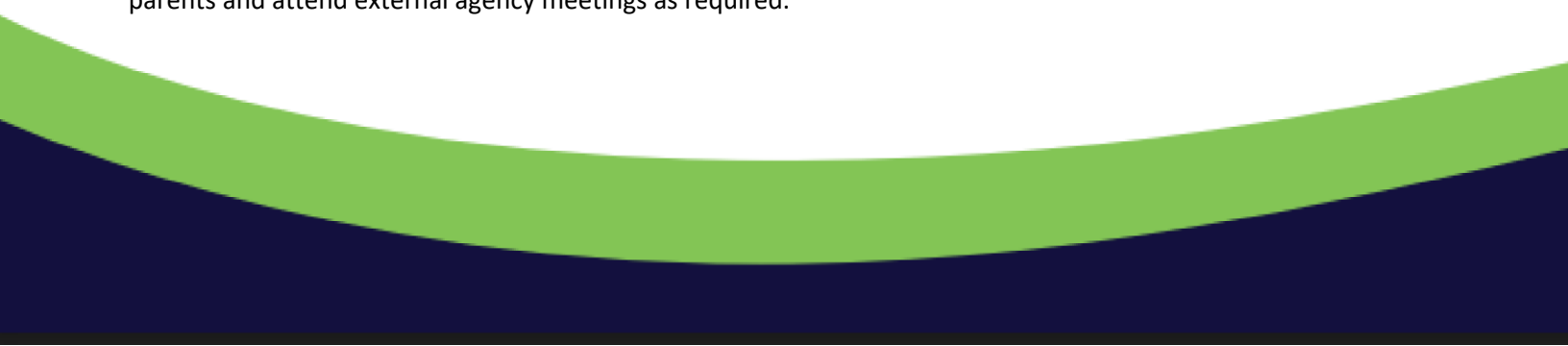
Academy – General

- Carry out student supervision duties immediately before and after the Academy day, and at break and lunchtimes
- Participate in Pastoral Team meetings and other meetings relevant to the year group
- Participate in annual reviews of performance providing clear evidence of impact
- Participate in training as appropriate
- Invigilate examinations as required
- Ensure all appropriate information and communications are disseminated to appropriate staff
- Take initial responsibility for Child Protection matters in the year group working with the designated Child Protection Lead Officer.
- Directly work and report to the Assistant Headteacher with strategic responsibility for attendance and other Senior Leaders on a daily basis
- Assist in extracurricular, House and enrichment activities
- Organise Academic Review days and Parents' Evenings and assist with other Academy events.
- Take responsibility for a specified task across the year groups as agreed with the Principal.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required.



The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.



Person Specification Progress and Welfare Coordinator - Attendance

| | Essential | Desirable |
|---|-----------|-----------|
| Education/Qualifications | | |
| Numeracy, literacy and ICT skills equivalent to Level 2 or above. | √ | |
| Relevant professional training or development. | √ | |
| First Aid Training. | | √ |
| HLTA Qualification or working towards achieving this within 12 months. | | √ |
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| Experience | | |
| Working with or caring for children of relevant age. | √ | |
| Collaborative and supportive work with colleagues within the organisation . | √ | |
| Collaborative and supportive work with parents. | | √ |
| Experience of school attendance systems | | √ |
| Experience of using SIMS management system | | √ |
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| Skills and Knowledge | | |
| Basic understanding of child development and how children learn. | √ | |
| Understanding of relevant policies/code of practice and awareness of relevant legislation. | | √ |
| General understanding of the national curriculum and other learning programmes and strategies (e.g. literacy and numeracy). | | √ |
| Ability to relate well to young people and adults. | √ | |
| Good oral and written communication skills. | √ | |
| Good listening skills. | √ | |
| ICT skills appropriate to the role, including audio visual and copying equipment. | √ | |
| Effective time management. | √ | |
| Effective and efficient organisation and administrative skills. | √ | |
| Committed to continual personal and professional development. | √ | |
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| Personal Qualities | | |
| A commitment to maximising the academic, personal, social and emotional development of all students. | √ | |
| Work constructively as part of a team. | √ | |
| Willing to work within organisational procedures, processes and to meet required standards for the role. | √ | |
| Be resilient and demonstrates ability to work well under pressure. | √ | |

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| Able to adopt a flexible working practice. | √ | |
| Excellent record of attendance and punctuality. | √ | |
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| Equal Opportunities | | |
| Commitment to the Academy's Equality and Safeguarding policies | √ | |