

The Halley Academy

Job Description

Job title: Director of Progress (Turing School)
Responsible to: Leadership Team, Assistant Principal and Deputy Head of Turing School

Key Responsibilities:

- To be responsible for the personal welfare, personal development and academic development of every student in the Turing School through the effective operation of the small school systems
- To lead the Turing School team in its responsibility for supporting, promoting and monitoring the personal development and academic progress of each student in the Turing School
- To lead on professional development of the small school team in areas relating to the small school
- To work collaboratively with the other Directors of Progress contributing to and impacting on whole academy initiatives

The Halley Academy mission and vision:

Together we inspire, learn and achieve

- The Halley Academy is a place of opportunity where respect, integrity and collaboration matter
- We are a safe and caring community that empowers our students to explore, experience and achieve
- Our articulate, confident, independent learners are proud to take their place in the wider society

Leadership

- Establish and maintain high expectations of students' achievement and progress, through effective target setting and monitoring against national benchmark data to impact on whole academy outcomes
- Help to build, communicate and implement a shared vision within the Turing School team focused upon achievement, attainment, high expectations and a strong identity
- Collaborate with other Directors of Progress and LT responsible to develop the work of the Directors of Progress team
- By personal example and practice, establish clear expectations and standards for both staff and students in line with Turing School and The Halley Academy policies
- Develop a team approach whereby all staff members of Turing School feel valued and supported
- Lead the team in the delivery of
 - values education in assemblies, vertical groups and year group sessions
 - an effective academic mentoring programme
- Contribute to the Performance Management of staff within the Turing School, in relation to their roles as a tutor and liaise with the Curriculum Leaders
- Establish and support clear team policies, to ensure consistency within and between teams
- Take part in decision making and policy development across the small school, implementing decisions

Management

- Provide clear and effective line management for the Deputy Director of Progress
- Provide support and guidance to tutors in the exercise of their mentoring responsibilities
- Ensure that tutors establish and maintain clear and consistent expectations and practices in line with the Turing School and The Halley Academy policies
- Monitor and evaluate the practices across the team and values education to help celebrate good practice and ensure small school development and consistency
- Work effectively with the CEIAG, SRE and Values Lead to deliver age related values education
- Support the professional development of tutors and others, through PM, CPD, coaching, sharing good practice and other methods
- Support tutors in matters of discipline and the maintenance of standards
- Monitor all information from form tutors and check that action is taken where necessary, which will include liaison with the Head of School, Deputy Head of School, Deputy Director of Progress, attendance officer, subject teachers, Student Support Services and parents

- Oversee day-to-day management of staff within the team and act as a positive role model
- Ensure that the Turing School environment and Tutor rooms' physical environment promote and celebrate learning and achievement
- Collate and analyse the Turing School dashboard triangulating attendance, behaviour and progress data
- Ensure that decisions made in the small schools Raising Attainment and Progress (RAP) meetings are implemented, monitored and evaluated
- Liaise with the line manager on an agreed regular basis to develop the small school and discuss issues
- Report to the LT/governors on the progress, outcomes and development of the Turing School

Student progress and development

- The post holder holds a responsibility for the safeguarding of all children and young people within the framework of the academy's safeguarding policy and procedures
- Monitor and support the welfare, academic and personal progress of all students in the Turing School
- Ensure that the small school works collaboratively with students to negotiate SMART targets at times of review
- Ensure coordinated and effective teaching and learning within the values programme
- Ensure a consistently high quality of experience of key transition programmes
- Co-ordinate, promote and celebrate activities and events within and between small schools that encourage and recognise achievement
- Ensure that school and academy policies are clear to both tutors and students and that they are fairly and consistently applied
- Know students in the Turing School as well as possible and become accepted as a person to whom they can turn for guidance in addition to their form tutor
- Work closely with the Deputy Director of Progress and the Attendance Officer, in school support provision and outside agencies to ensure the needs of every student are met to the best possible level
- Establish and oversee the development of student leadership opportunities within the Turing School
- Liaise with the Assistant Principal with responsibility for student leadership to support the development of leadership within the Turing School

Communication with parents

- Monitor the effectiveness and quality of communication between the tutors and parents.
- Ensure that parents are informed of issues affecting the progress of their child
- Support and monitor tutors communication with parents to ensure that they are engaged in their child's education
- Oversee the reporting of progress to parents

Working with the Deputy Director of Progress

- To mentor and support the work of the Deputy Director of Progress in addressing their remit for
 - Attendance, punctuality and uniform
 - Attitudes to learning
 - Student support
 - Information, advice and guidance
 - Communication / administration
- To intervene in the above where a higher level strategy is required

Person Specification

- The capacity to lead, develop, support and supervise a team of tutors
- The capacity to create a vision for the Turing School, win people to it and deliver its outcomes
- The capacity to make and maintain effective and influential relationships with students across the range of abilities, ages and attitudes
- The capacity to influence the learning and progress of all students within the year, through work with both students and staff
- The ability to support staff at all times in managing students
- Sound organisational and administrative skills
- The ability to work quickly, efficiently and effectively to carry out all aspects of the role
- Understanding of the role of external agencies
- A clear understanding of safeguarding and an ability to apply this to students and staff
- A level of interpersonal skills, which will command the confidence of students, parents and staff
- The capacity to represent the Turing School and wider academy to parents and members of the community
- Personal qualities such as determination, resilience, flexibility and a sense of perspective
- Willingness to run extra-curricular clubs and classes to support the performance of the school
- The ability to use ICT as a tool for learning