



# Sponne School

## Job Description



Role: Progress Learning Leader  
Responsible to: Member of the Senior Leadership Team  
Based at: Sponne School Towcester

### Job Context

To lead a team of tutors for a year group to ensure that all students are supported in their learning.

### Key Responsibilities

- Behaviour & safeguarding
- Academic support and monitoring
- Liaison with parents
- Pastoral curriculum
- Liaison with external agencies
- General management

### Job Description

#### 1. Behaviour & Safeguarding

- 1.1. To discuss issues faced by a student, or created by a student, and to implement appropriate support or referrals.
- 1.2. To assist the tutors to maintain high standards of uniform, behaviour, attendance and punctuality, in line with the student code of conduct, and to take a leading role in creating an achievement ethos.
- 1.3. To support subject teachers and Faculty/ Learning Leaders in implementing the School Code of Conduct.
- 1.4. To co-ordinate the receipt and distribution of information about students and ensure follow-up action where necessary. This will include informing Faculty Learning Leaders of the arrival date of a student transferring from another school and to forward information about the student as soon as possible. It will also involve the forwarding of information in the case of students who are transferring to another school.
- 1.5. To take responsibility for promoting and safeguarding the welfare of the students within the school.
- 1.6. To be a visible presence at break and lunch times.

## **2. Academic Support and Monitoring**

- 2.1. To liaise with the Faculty Learning Leaders to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme for the year group which compliments the school's strategic objectives.
- 2.2. To liaise with the SENCO about provision for special needs.
- 2.3. To review and monitor progress of the whole year group against prior attainment data including that of key groups and work with other colleagues to enhance performance.
- 2.4. To hold meetings between parents and if appropriate other colleagues to address behaviour and attitudes and academic progress.
- 2.5. To organise and oversee academic meetings between tutors, students and parents.
- 2.6. To work with the safeguarding team to ensure all profiles and references (including, where appropriate, confidential Court/social service/medical etc.) are completed.

## **3. Liaison with Parents**

- 3.1. To respond promptly to all parental enquiries within 48 hours as per the school policy.
- 3.2. To inform parents, where appropriate through the tutors, of positive achievements of students.
- 3.4. To keep a central summary of all contacts made with parents.

## **4. The Pastoral Curriculum**

- 4.1. To be responsible for developing the tutor programme alongside the APLL within the PSHE timetable.
- 4.2. To be responsible for monitoring and evaluation of the Tutorial Programme.
- 4.3. To arrange an Assembly Rota for Year Assemblies and to take every possible opportunity in assembly and in the day to day school life to foster the personal growth of students and ethos of the school.

## **5. Leadership of a Team of Tutors**

- 5.1. To co-ordinate the work of tutor teams via the calendared management meetings, and through daily contact where necessary.
- 5.2. To advise and represent the tutor team where needed.
- 5.3. To assist in the professional development of tutors, including tutor induction and CPD needs as appropriate.
- 5.4. To ensure that the team fully understands and implements school policy.

## **6. Liaison with External Agencies**

- 6.1. To immediately refer any concerns regarding suspected Child Abuse to the DSL, and to assist any efforts made by Social Services or the Police in relation to such cases.
- 6.2. To liaise with any other appropriate external agencies relevant to their year group.

## **7. General School Management**

- 7.1. Where necessary, to organise the distribution of curriculum and school material and, where appropriate, ensuring with tutors that students use or apply the information.
- 7.2. To assist, where necessary, the Examination Officer with the conduct of examinations in all Years Seven to Thirteen, with particular reference to Key Stage 4 (Years Nine, Ten and Eleven), 'A' levels (Years Twelve and Thirteen) and other examinations. The examinations should be held in an orderly manner and in accordance with the regulations of that particular examination.

## **8. Teaching**

- 8.1. To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

## **9. Other Duties**

- 9.1. To play a full part in the life of the school community, to support the ethos of Dream, Believe, Achieve and to encourage and ensure staff and students follow this example.
- 9.2. To continue personal development as agreed.
- 9.3. To engage actively in the performance review process.
- 9.4. To undertake any other duty as specified by STPCB not mentioned in the above.
- 9.5. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- 9.6. Employees will be expected to comply with any reasonable request from a senior leader to undertake work of a similar level that is not specified in this job description
- 9.7. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- 9.8. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- 9.9. To liaise with the Assistant Headteacher responsible for Behaviour, Safeguarding and Attendance

*Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities.*

*Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.*

*It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and*

*take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.*

*Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School.*

*KCSiE 2022 Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2022 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.*

*March 2024*