

JOB DESCRIPTION

Post title:	Progress Leader
Academy:	Academy 360
Reporting to:	Assistant Principal
Salary/Pay range:	£26,632 FTE, Actual £23,456.65
Hours of work:	Full time – Term Time

Purpose of Job

The Progress Leader will provide complimentary service to existing teaching and support staff in school, addressing the needs of children who need help to overcome barriers to learning, both inside and outside of school, in order to achieve progress and achievement for all students. The successful application will oversee a year group in most cases.

Main Duties and Responsibilities

- To work with teachers and support assistants to identify pupils at risk of underachieving.
- To work with identified pupils to address:
 - Poor behaviour compared to peers
 - Failing motivation and/or confidence
 - Difficulty in concentrating and being focused
 - Poor attendance and/or punctuality
 - Difficulty in relationships with peers or adults
 - Experiencing personal crisis
 - Remove barriers to learning
- Compose and implement individual plans for each student identified as require support
- Provide support to teachers by working in class or in small groups delivering identified bespoke programmes and completing impact studies/ reports regularly.
- Develop 1:1 mentoring relationships with children needing particular support where necessary, aimed at achieving goals defined in the plan. Monitor and evaluate regularly and record progress.
- Demonstrate a knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn in to provide extra support for students.
- Develop positive relationships, and maintain contact with families and carers to facilitate the development of family support for the pupils in liaison with SLT.
- To be a focal point of contact between various agencies where a multi-agency approach is required for a targeted student.
- To use pupil tracking performance data in identifying and analysing targets, monitor and make informed future decisions for pathways for children.
- To work in a variety of ways to support, motivate and challenge levels of achievement. These may include support in class, 1:1 counselling, helping individuals and groups with work, restorative conversation and developing skills as well as developing and implementing plans.
- To keep detailed records using Academy systems, for example: CPOMS, Class Charts or Marvellous Me.
- To undertake necessary administration tasks relating to the duties.
- To contribute to the continued development of the role.

- Any other duties as may reasonably be requested by the SLT. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2022 where required