

JOB TITLE	PROGRESS LEADER
JOB PURPOSE	A Progress Leader at DCIS is expected to be positive, dedicated, enthusiastic, flexible and innovative in their approach to their work. He/she should be a forward-looking person committed to providing quality education and who should have the highest possible expectation of students. He/she must also be committed to the development of their year group and the school. He/she must also be committed to his/her own professional development.
REPORTING TO	Assistant Head – Our Community
DIRECT REPORTS	Form Tutors in the Year Group
KEY RELATIONSHIPS	Year 6 Leader (Year 7 PL), SSLT, Secondary teachers, SENCO, EAL Coordinator, Guidance Counsellor, ECA Coordinators
KEY RESULT AREA	MEASURES OF PERFORMANCE
Academic Oversight: <ul style="list-style-type: none"> to promote a positive work ethic; to work with the Form Tutors to ensure the effective monitoring of academic progress of all pupils in the year groups; to manage the use of pupil transfer data for the year group and subject departments; to liaise with teaching staff over courses/induction of new students; to feedback findings from assessments, reports and communications with parents to teaching staff; to analyse pupil assessment data across subjects to establish cross-curricular provision for additional support, intervention or extension; to oversee the recording and reporting procedures for the year group; to ensure that monitoring grades are effectively used by tutors and teachers; to analyse reports and support tutors and teachers as necessary to congratulate achievers and action low achievers; to liaise with Headteacher/Deputy Headteacher as necessary; to implement rewards and sanctions policies as required; 	<p>Student attainment and progress is line or exceeded expectations as calculated by tracking data</p>

<ul style="list-style-type: none"> ▪ to liaise with the Senior Leadership Group, colleagues, and parents as necessary; ▪ to take part in information evenings and present information to parents and students as required; ▪ to implement and monitor a high-quality mentoring programme to support classroom teachers in maximising the achievement of the pupils in the Year Group. 	
<p>Pastoral Oversight:</p> <ul style="list-style-type: none"> ▪ to work with tutors to advise and assist in their support of pupils; ▪ to communicate effectively with parents/guardians of pupils; ▪ to liaise with colleagues and Senior Leadership Group on behalf of pupils and parents; ▪ to promote high standards of behaviour and appearance as per uniform policy; ▪ to assist with co-ordination of weekly assemblies; ▪ to ensure effective induction/transition of students as necessary; ▪ to lead any year group residential trips, from the planning stages to execution, following the schools trips policy and guidance 	<p>Students are happy coming to school and there is an aura of purposefulness in student activity.</p> <p>Students are aware of their own feelings and know how to manage their emotions.</p> <p>Students are supportive of each other and challenge others when they are doing wrong.</p>
<p>The Tutor Team:</p> <ul style="list-style-type: none"> • to monitor the tutor teams to ensure that there are high standards of pastoral and academic oversight for all pupils within the year group; • to support tutors by offering advice and setting down clear guidelines for their work; • to involve tutors in decision-making and administration where appropriate; • to ensure that tutors follow guidelines regarding reports/referrals, etc.; • to hold regular, minuted team meetings; • to design, monitor, evaluate and review the PSHE programme and offer tutors advice and guidance to ensure its effective delivery. 	<p>Staff have the tools needed to ensure they can track progress, act upon it and make sure they are in the right frame of mind to learn.</p>

PERSON SPECIFICATIONS	
Qualifications/Training	
▪ Qualified to degree level or above	Essential
▪ Qualified Teacher status	Essential
Experience / Knowledge	
▪ Proven track record with at least two years teaching experience	Essential
▪ Experience of being part of a highly successful department	Desirable
▪ Demonstrate some leadership ability within current role	Essential
▪ Demonstrable evidence of monitoring tracking data and using data to implement successful intervention for performance	Essential
▪ Experience of delivering English National Curriculum and/or the IB	Desirable
▪ Working in partnership with parents	Essential
Skills	
▪ Excellent oral and written communication skills	Essential
▪ Ability to engage children and enable them to perform highly	Essential
▪ Strong organisational skills	Essential
▪ Caring and empathetic attitude	Essential
Personal Attributes	
▪ Passionate about education and young people	Essential
▪ Evidence of commitment to continuous professional development	Essential
▪ Confident global citizen or a willingness to become one	Essential
▪ Understand the complex and demanding environment of an international school community	Essential

OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in Singapore.