



Progress Leader/Year Team Leader

Job description

Progress Leader/Year Team Leader

Salary details: TLR 2.2 (£4,417)

Responsible to: Assistant Headteacher

Job purpose:

- To lead a team of progress tutors and teachers and to manage the academic and personal progress of students in the House
- To raise student achievement and progress and reduce barriers to learning
- Instill the schools core purpose: *Enthuse. Aspire. Achieve.*
- Embed an ethos of celebration and praise for success through rewards and events

Professional Duties	<p>Lead , develop and enhance the role of tutors</p> <ul style="list-style-type: none"> • Successfully lead and manage a team of progress tutors • Monitor, assess, influence and develop the role of progress tutors, particularly in raising student achievement and behaviour across the house • Ensure tutors make effective use of Go4Schools to monitor and track student progress, attendance and behaviour • Ensure that progress tutors run their tutor group sessions effectively • Support the professional development of progress tutors • Ensure the effective induction of new progress tutors <p>Impact on student progress</p> <ul style="list-style-type: none"> • Use data effectively to identify underachievement, at individual and house level • Oversee the planning, execution and monitoring of intervention for students in the year group • Lead the target setting process between progress tutors and students, including learning conversations • Implement the school's homework policy across the team and ensure that student planners are maintained • Take part in and organise all parents' evenings, including additional activities such as careers advice, recognition of success/effort, parental support etc. • Organise presentations during school assembly time • Liaise with other schools to arrange student transfers, placements and managed moves • Arrange and promote activities within the school in conjunction with the 'enrichment and extra-curricular activities coordinator • Prepare and lead assemblies • Liaise with Heads of Faculty and teaching staff regarding underachievement of students in the year group <p>Leading, managing and developing student guidance and support</p> <ul style="list-style-type: none"> • Work in conjunction with Student Support Centre Managers and HOF Inclusion to identify areas where students need additional support and work with appropriate agents to implement • Assume responsibility for the welfare of students in the year group; follow up incidents; maintain detailed records and student files; have meetings with parents during or after school as required; arrange sanctions where appropriate;
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	<p>communicate with parents; chair staff Year Team meetings and attend Support Centre meetings.</p> <ul style="list-style-type: none"> • Inform colleagues about social and behavioural issues or changes affecting students, when appropriate • Promote the role of the progress tutor as first point of contact with home • Lead on the planning of a purposeful programme of study for tutors to use in tutorial time and monitor and evaluate its effectiveness • Organise and attend meetings with students and parents • In conjunction with other Progress Leaders/Year Team Leaders, organise key events and activities associated with specific year groups e.g. leavers assemblies, awards/celebration events, transition, intake events, options advice etc. • Assist with the development and implementation of IEPs/behaviour plans • Identify and report uncharacteristic behaviour patterns • Monitor and provide for the general care, safety and welfare of students, including tasks connected with their social inclusion and personal/physical care <p>Student behaviour</p> <ul style="list-style-type: none"> • Develop, implement and promote the school praise system and school behaviour policies, including the effective management of rewards, sanctions, uniform, punctuality and attendance • Ensure appropriate communication with parents regarding student behaviour • In conjunction with the Student Support Centre Manager (behaviour and attendance) monitor the attendance and punctuality of students • Meet regularly with Assistant Headteacher to report on relevant progress <p>Promoting rewards, praise and leadership</p> <ul style="list-style-type: none"> • Develop and monitor the school's system of rewards across the year group, celebrating achievement individually and during assemblies • Promote SMSC across the year group • Overseeing year group Charity Events and secure involvement from a cross section of students across the year group • In conjunction with other Progress Leaders/Year Team Leaders, organise competitive events and activities e.g. related to Sports, Arts, Music etc. • Assist colleagues across the school in applying rewards and sanctions fairly and consistently <p>Administration responsibilities</p> <ul style="list-style-type: none"> • Ensure the effective use of Go4Schools (attendance and behaviour administration) • Make arrangements for admissions and leavers, including the transfer of documentation, in liaison with the Headteacher • Write external references on behalf of the school • Maintenance of accurate and appropriate records using recognised school systems • Ensure appropriate control of associated budgets/finance
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