

Job Description

Progress Leader
Caludon Castle School

Job Purpose

- To maximise students' potential, focusing on progress and attendance

Professional Duties

Lead, develop and enhance the role of tutors and school staff

- Successfully contributing to leading and managing a team of tutors
- Monitor, assess, influence and develop the role of tutors, particularly in raising attendance and progress across the year group
- Ensure tutors make effective use of data to monitor and track student progress and attendance
- Ensure that staff run their intervention sessions effectively
- To contribute to the effective induction of new tutors in the team

Impact on student progress

- Feed attendance and progress data into SSS (strategic student support) meetings
- Oversee the planning, execution and monitoring of intervention for students in the year group in relation to attendance and progress
- Take part in all parents' evenings, including additional activities such as careers advice, recognition of success/effort, parental support etc.
- Organise presentations during school assembly time
- Prepare and lead assemblies
- Liaise with faculty leaders and teaching staff regarding underachievement of students in the year group

Leading, managing and developing student guidance and support

- Work in conjunction with the EWO and Inclusion to identify areas where students need additional support around attendance and work with appropriate agents to implement
- Contribute to 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; communicate with parents; chair year team meetings and attend pastoral leader meetings, including reporting to the year team throughout the academic year
- Inform colleagues about attendance issues or changes affecting students, when appropriate
- Promote the role of the tutor as first point of contact with home
- Organise and attend meetings with students and parents
- Contribute to the organisation of key events and activities associated with specific year groups e.g. leavers assemblies, awards/celebration events, transition, intake events, options advice etc.
- Contribute to the organisation and coordination of parents' evenings
- Identify and report uncharacteristic attendance patterns

Student behaviour

- Develop, implement and promote the school rewards system and attendance
- Ensure appropriate communication with parents regarding attendance
- Monitor the attendance and punctuality of students
- Meet regularly with your line manager to report on relevant progress

Promoting rewards, praise and leadership

- Contribute to the development and monitoring of the school's system of rewards across the year group, celebrating achievement individually and during assemblies
- Contribute to the promotion of SMSC, careers and personal development across the year group
- Assist colleagues across the school in applying rewards and sanctions fairly and consistently

Administration responsibilities

- Ensure the effective and meaningful use of data (progress, school expectations and attendance)
- Contribute to students' external references on behalf of the school
- Maintenance of accurate and appropriate records using recognised school systems

Safeguarding	<p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; and • Attitudes to use of authority and maintaining discipline. 	I, R	E E E E
Special Requirements	<p>Good attendance records in line with school's Promoting Health at Work Policy This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced Disclosure and Barring Service Check will be required prior to appointment</p>	I, R	E