

Job Title	Progress & Achievement Leader
Salary	£25000 FTE £22123 Actual
Type of contract	200 days
Weekly hours	37 Hours
Location	Epworth Primary Academy, Epworth, Doncaster
Closing Date	30 th September 2019 12 noon

Overall Purpose

To manage and support the wellbeing and attendance of pupils, to ensure that every child achieves their potential and that barriers to this are removed or minimised.

The Progress and Achievement Leader will need to be able to influence work in many areas of the Academy. The Progress and Achievement Leader will be required to liaise on an informal and a formal basis with a wide range of individuals and agencies, including: the SLT, Subject Coordinators and Class Teachers, the SENDCo, the admin team, parents, the family support officer and social workers.

Job Description

- managing the welfare of pupils across the academy
- supporting all pupils to achieve their potential, make at least expected progress and succeed using targets set by the academy
- working collaboratively with staff and pupils during both lesson and non-lesson time to enable these targets to be achieved
- championing those vulnerable to underachievement, thereby closing the gap in pupils' outcomes and reducing any in school variation where it exists
- proactively guiding those who are in need of support using available data, support structures and intervention

Main Responsibilities

Pupil Welfare

- Assume responsibility for the welfare of pupils; follow up incidents; maintain detailed records and pupil files; have meetings with parents during or after school as required, sometimes with other senior staff members; arrange sanctions where appropriate; communicate with parents.
- Assist with admissions by deciding on the tutor group for new students and ensuring that new students are allocated a 'buddy' to assist with their settling in.
- Manage any minor tutor group changes throughout the Academic Year and ensure that there is an induction programme in place for students entering the Year Group mid-year.
- Have a responsibility regarding the development, implementation and monitoring of systems relating to pupils with challenging behaviour.
- Promote, encourage and maintain high standards of attendance, health and safety and dress.
- Lead attendance of pupils across the academy
- Assist with safeguarding as Deputy Safeguarding Lead

Pupil Engagement, Support and Achievement

- Identify and take appropriate action on issues arising from data, systems and reports (behaviour, academic, punctuality); setting deadlines where necessary and reviewing progress on the action taken
- Monitor the impact of any and all interventions/support put in place for identified pupil and groups of pupils
- To ensure the Behaviour Management system is implemented so that effective learning can take place
- Mentor and support pupils through transition periods (nursery to reception, reception to KS1 and KS1 to KS2) as appropriate
- Actively encourage pupils to engage with the full curriculum offer, including attending clubs, trips and visits, in particular those in receipt of Pupil Premium funding

Communication, Reporting and Liaison

- Ensure effective communication (with appropriate record keeping) and foster and maintain positive relationships with all stakeholders and external agencies to support best outcomes for pupils
- Work with the SLT and SENDCo to arrange appropriate meetings, delivery of interventions and referrals to outside agencies.
- Lead Early Help support
- Ensure effective communication among teachers, contribute to the development and implementation of the PSHE and assembly programmes.
- Ensure the maintenance of accurate and up-to-date information concerning pupils on the management information system

- Produce reports as required to support SLT and the Principal and the Governing Body/Trust Board

All Academy Staff Should:

- Work with all students ensuring equality of opportunity for all.
- Take responsibility for Safety and Welfare of all students, raising any concerns following the Academy protocols and procedures.
- Work proactively and effectively in partnership with all stakeholders.
- Carry out a share of statutory supervisory duties.
- Treat students with dignity and build relationships rooted in mutual respect and at all times observing proper boundaries appropriate to the professional position.
- Participate in CPD relevant to the role.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English and numeracy.
- Participate in arrangements for examinations and assessments.
- Take an active role in promoting good behaviour in and around the Academy.
- Ensure that students adhere to the uniform code and apply sanctions when this code is breached.
- Develop an academy learner mind-set – the attitudes, skills and learning habits needed to become an inspired, confident and independent learner.
- Be a positive role model and demonstrate consistently and effectively the positive attitudes, values and behaviour which are expected of students.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Regularly review the impact of their work and its impact on students' progress, attainment and well-being, refining approaches where necessary and responding to advice and feedback from colleagues
- Proactively participate with arrangements made in accordance with the Appraisal Policy
- Have professional regard for the practice, ethos and policies of the Academy and maintain high standards in your own attendance and punctuality.
- Operate at all times within the stated policies and practices of the Academy
- Contribute positively and effectively to the whole Academy ethos
- Cooperate with other staff members to ensure a sharing and effective use of resources to the benefit of the Academy, individual departments and students
- Attend and participate in appropriate calendared meetings
- Take responsibility for own professional development and duties in relation to Academy policies and practices
- Liaise effectively with staff, students, parents and governors
- Ensure compliance with Health and Safety at Work Act 1974 and all other policies related to health and safety, and to ensure compliance with the Data Protection Act 1988.
- Ensure compliance with data protection laws and safeguarding procedures.

- Carry out any other duties as directed by the Principal as may from time to time be agreed in accordance with the nature of the job described above

This is not an exhaustive list of tasks and job descriptions will be continually reviewed and changed according to the needs of the Academy and Trust.

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Please note that Epworth Primary Academy is committed to the safeguarding and welfare of their students. The successful candidate must be able to satisfy an enhanced DBS check prior to employment within the Academy together with receipt, by the Academy, of two satisfactory references plus medical clearance.

Person Specification

Application (A), Interview (I) Task (T), Reference (R)

Qualifications	Essential	Desirable
Good literacy & numeracy skills (Level 3)	A I	
Excellent interpersonal and customer care skills	A I	
Evidence of involvement in recent research relating to improving practice		A I
Professional development relevant to the post	A	
First Aid Qualification		A
Designated Safeguarding Lead Qualification		A
Qualified to degree level or relevant qualification		A
Professional knowledge, skills and understanding	Essential	Desirable
Effective use of ICT to support learning and to analyse data	A I	
Basic understanding and knowledge of relevant policies, codes of practice and legislation	A	
Understanding of managing budgets	A I	
Ability to communicate effectively with pupils, staff, parents, governors and the wider community	I	
Ability to prioritise workload and meet deadlines, particularly for academy events and productions	A I T	
Learn new things quickly	A I	
Display a conscientious and logical approach to the variety of tasks necessary for the smooth and efficient running of the academy	I R	
Experience	Essential	Desirable
Experience of working in an educational setting or similar environment		A
Experience of working with young people aged 3-11		A
Experience of multi-agency working		A
Experience of supporting children and families		A I
General understanding of academy policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection		I

Experience of MIS & Data software		A I R
Experience of Microsoft software packages (Word, Excel, Publisher)		A I T
Basic understanding of child development and learning		A I
Experience of leading Early Help and supporting families		A I R
Experience of working within a safeguarding role		A I R
Practical Skills	Essential	Desirable
Flexible approach to work as well as good organisational and communication skills	A I R	
Ability to work collaboratively and effectively within a team	A I R	
Ability to work independently and to show initiative	A I R	
Ability to work under pressure, prioritise and meet deadlines	A I R	
Friendly, approachable and non-confrontational manner combined with the ability to be firm	I	
Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners	I	
Capacity to inspire and motivate others – both adults and pupils		I
Ability to use ICT for analysis and administrative purposes	A T	
Personal Qualities and Essential Attributes	Essential	Desirable
A desire to work with young people and to support their education and achievements	A I	
A professional approach in both manner and physical appearance	I	
Ability to demonstrate discretion, confidentiality and commitment	I R	
Ability to liaise sensitively with parents/carers recognising their role in the student's learning	I R	
Enthusiasm, determination and insistence on high standards	I	
Flexibility and good sense of humour	I	
A proven track record of excellent attendance and punctuality	R	

Ability to work with or without supervision	AIR	
Commitment to safeguarding and promoting the welfare of children and young people	AI	
Ability to work as part of a team, understanding classroom roles and own position with the academy hierarchy	I	
High expectations of self and others	Essential	Desirable
A flexible and adaptable approach	AI	
An innovator with the desire to continue to learn	AI	
Resilience and the determination to be successful within this role and ambitious for the Academy and its students	I	
Safeguarding Students	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people	I	
Equal Opportunity	Essential	Desirable
The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to	I	

Application Process

An application form can be found on our website at [Epworth Primary Academy](#) or online at TES.com.

Receipt of early applications from candidates with the appropriate experience, qualifications and personal qualities may result in an early interview being offered.

If you would like further information about this vacancy or wish to have an informal discussion with a member of our leadership team, please contact Rebecca Johnson on 01427 872345.

Isle Education Trust promotes equality of opportunity and welcomes applications from all sectors of society.

This educational establishment is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts at Isle Education Trust are subject to an Enhanced Disclosure and Barring check.