

JOB DESCRIPTION

JOB TITLE	Progress Leader
HOURS OF WORKING	Full Time
SCALE	TLR 2C
RESPONSIBLE TO	Deputy Headteacher (Climate for Learning)

JOB PURPOSE

1. To support the Headteacher in raising standards and promoting the vision, ethos, culture and policies of the School
2. To have a clear and relentless focus on tracking and achievement, which results in improving pupil outcomes.
3. Work alongside other Progress Leaders to respond effectively to issues as they arise develop and implement school policies which impact on pupil standards.
4. To demonstrate excellent behaviour management skills and the capacity to work with challenging young people.
5. Able to form mutually respectful relationships with pupils, parents and staff

LEADERSHIP

In addition to JD for Teacher:

1. Leadership and management of a team of Tutors
2. Tracking the achievement of the year group and working with other staff e.g. Heads of Faculty, SEN, Inclusion (Route) to develop strategies to improve achievement.
3. Identify groups of underachieving pupils and develop appropriate strategies as above.
4. Tracking the Behaviour and Attendance of the Year group and intervene as appropriate.
5. With the Tutors, have oversight of welfare issues for the year group.
6. Liaise with external services as appropriate, developing good links and relationships.
7. Foster a healthy, positive and participatory ethos within the Year group, through activities such as Assembly, Careers, Charity work and Celebration of Achievement.
8. Facilitate the work of the Pupil Voice groups within the year
9. Foster positive relationships among students and deal effectively with bullying issues.
10. Develop and oversee the work carried out by Tutors in Lesson One (registration period).
11. Undertake other responsibilities as relevant to the year group e.g. Transition, Options process, Work Experience, College Applications.
12. Communicate effectively with parents; Lead the organisation of Reports, Parents' Evening, Information Evenings.

LEARNING

1. To take overall responsibility for achievement, progress and standards across a year group intervening as appropriate
2. Ensure appropriate Tutor Programmes are in place and can be accessed by all pupils
3. Ensure that data on pupil progress is evaluated and acted upon

4. Ensure that tutor rooms across a year group are stimulating, pleasant and safe areas in which to learn

EXPERIENCE

1. Ensure all pupils, across all key stages engage in learning and maximise their potential
2. Be involved in enrichment activities such as making a contribution to after-school clubs and visits
3. You will take a lead in promoting enrichment/extra-curricular sessions and encouraging staff and pupil involvement
4. Identify and action appropriate intervention for individual or groups of pupils, measuring impact of such strategies
5. Ensure equal opportunities are addressed in the curriculum area
6. Co-ordinate information/systems on option choices for pupils

SUPPORT

1. Undertake appropriate CPL in Leadership and Management
2. Encourage and support the professional learning of all staff within the year
3. Develop skills and knowledge for mentoring and coaching colleagues
4. Contribute to the generic supervision of pupil duties shared by all members of the Senior Leadership Team and Operational Leadership Team
5. Liaise with partner primary schools, other stake-holders, the LA and the wider community where appropriate

REVIEW AND EVALUATION

As part of an ongoing review of monitoring of staff practice and pupil progress, you have three core roles within the year group:

Making judgements about the standards of pupils' progress, achievement and attainment

Evaluating learning within Tutor Time and setting priorities for improvement across the year group

Leading sustainable improvement by identifying targets for improvement, by developing a coherent and effective Year Improvement Plan

PARTNERSHIPS AND EVENTS

1. Establish effective working relationships with professional colleagues and associate staff
2. Liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare
3. Be aware of the role of the Governing Body of the School and support it in performing its duties
4. Attend parents' evenings and other events as directed
5. Attend regular line management meetings
6. Report to Governors as required
7. Contribute to the marketing of the school in the local community

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

The priorities for each year will be reviewed against this job description annually through performance management meetings.

Please note that we are committed to safeguarding and promoting the welfare of our pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service) We give high priority to promoting diversity throughout the school

**CAVENDISH SCHOOL
PERSON SPECIFICATION**

JOB TITLE	Progress Leader		
SCALE	TLR2C		
		Essential	Desirable (Developmental)
Qualifications	• Must have qualified teacher status (QTS)	✓	
	• Evidence of Development of Leadership skills	✓	
	• Good Honours Degree or equivalent		✓
	• Post Graduate Degree or qualification		✓
	• Have experience as a member of the safeguarding team		✓
Knowledge and Experience	• Be an excellent classroom practitioner – subject and tutor wise	✓	
	• Commitment to safeguarding and promoting the physical and emotional health and wellbeing of young people.	✓	
	• Commitment to educational inclusion so that all pupils have the opportunity to be the best they can be.	✓	
	• CPD on secondary school aspiring middle leader experience		✓
	• Had experience of working/shadowing a Progress Leader		✓
	• Had experience of leading transition work for Years 5 or 6.		✓
Personal Qualities and abilities	• Ability to manage a team of tutors from all different subject areas.	✓	
	• Capacity to communicate with, support and challenge a wide range of people associated with the school	✓	
	• Ability to lead change by personal example and inspire commitment from others	✓	

	<ul style="list-style-type: none"> • Commitment to demand and achieve ambitious standards for all students through challenging goals and targets 	✓	
	<ul style="list-style-type: none"> • Ability to manage and hold tutors to account for their professional conduct and practice 	✓	
	<ul style="list-style-type: none"> • Commitment to work with the governing body or headteacher when required 	✓	
	<ul style="list-style-type: none"> • The candidate must exemplify all aspects of our personal excellence. You must be fully committed to developing these qualities in all pupils irrespective of background. 	✓	
	<ul style="list-style-type: none"> • Experience of working with pupils who are in need of additional support either through SEN or Inclusion. 		✓
	<ul style="list-style-type: none"> • Experience and respected as a strong tutor or middle leader. 		✓

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