

Job Description

Job title: Director of Progress
Reports to: Senior Leadership Team (SLT) and Head of College (Vice Principal)
Location: Strood Academy

Key Responsibilities:

- To be responsible for the personal welfare, personal development and academic development of every student within the group allocated to you.
- To lead the pastoral team in its responsibility for supporting, promoting and monitoring the personal development and academic progress of each student.
- To lead on professional development of the form tutors and pastoral team
- To work collaboratively with the other Directors of Progress contributing to and impacting on whole academy initiatives

Leadership

- Establish and maintain high expectations of students' achievement and progress, through effective target setting and monitoring against national benchmark data to impact on whole academy outcomes
- Help to build, communicate and implement a shared vision within the pastoral and form tutor team focussing upon achievement, attainment, high expectations and a strong identity.
- Collaborate with other Directors of Progress and Head of Colleges.
- By personal example and practice, establish clear expectations and standards for both staff and students in line with Strood Academy policy
- Develop a team approach whereby all staff members of your team feel valued and supported
- Lead the team in the delivery of Education values effectively through assemblies vertical groups and year group sessions
- Instil an effective academic mentoring programme to support students effectively.
- Contribute to the Performance Management of staff within your pastoral team, in relation to their roles as a tutor and liaise with the Curriculum Leaders.
- Establish and support clear team policies, to ensure consistency within and between teams
- Take part in decision making and policy development across the academy, implementing decisions

Management

- Provide clear and effective line management for the tutors and pastoral support team
- Provide support and guidance to tutors in the exercise of their mentoring responsibilities
- Ensure that tutors establish and maintain clear and consistent expectations and practices in line with Strood Academy policies
- Monitor and evaluate the practices across the team and values education to help celebrate good practice and ensure consistency across the academy
- Support the professional development of tutors and others, through PM, CPD, coaching, sharing good practice and other methods
- Support tutors in matters of discipline and the maintenance of standards
- Monitor all information from form tutors and check that action is taken where necessary, which will include liaison with the Head of college, senior leadership team, attendance officer, subject teachers, Student Support Services and parents
- Oversee day-to-day management of staff within the team and act as a positive role model
- Ensure that the academy environment and Tutor rooms' physical environment promote and celebrate learning and achievement
- Collate and analyse your group dashboard triangulating attendance, behaviour and progress data
- Ensure that decisions made to raise attainment and progress and these meetings are implemented, monitored and evaluated

- Liaise with the head of college/ VP on an agreed regular basis
- Report to the governors on the progress, outcomes and development of your group

Student progress and development

- The post holder holds a responsibility for the safeguarding of all children and young people within the framework of the academy's safeguarding policy and procedures
- Monitor and support the welfare, academic and personal progress of all students within your allocated group.
- Ensure you work collaboratively with students to negotiate SMART targets at times of review
- Ensure monitoring of effective teaching and learning within your allocated group and escalate to subject leaders as and when appropriate
- Ensure a consistently high quality of experience of key transition programmes
- Co-ordinate, promote and celebrate activities and events within your allocated group that encourage and recognise achievement
- Ensure that school and academy policies are clear to both tutors and students and that they are fairly and consistently applied
- Know students in your group as well as possible and become accepted as a person to whom they can turn for guidance in addition to their form tutor
- Work closely with the Head of College and the Attendance Officer, in school support provision and outside agencies to ensure the needs of every student are met to the best possible level
- Establish and oversee the development of student leadership opportunities within the college
- Liaise with the Assistant Principal with responsibility for student leadership to support the development of leadership within the college.

Communication with parents

- Monitor the effectiveness and quality of communication between the tutors and parents.
- Ensure that parents are informed of issues affecting the progress of their child
- Support and monitor tutors communication with parents to ensure that they are engaged in their child's education
- Oversee the reporting of progress to parents

Working with the Senior Leadership Team

- To support the work of the Head of College and Senior Leadership Team in addressing :
 - Attendance, punctuality and uniform
 - Attitudes to learning
 - Student support
 - Information, advice and guidance
 - Communication / administration
 - Careers progression and transition
- To intervene in the above where a higher level strategy is required

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person Specification

- The capacity to lead, develop, support and supervise a team of tutors
- The capacity to create a vision to win people and to deliver its outcomes
- The capacity to make and maintain effective and influential relationships with students across the range of abilities, ages and attitudes
- The capacity to influence the learning and progress of all students within the college, through work with both students and staff
- The ability to support staff at all times in managing students
- Sound organisational and administrative skills
- The ability to work quickly, efficiently and effectively to carry out all aspects of the role
- Understanding of the role of external agencies
- A clear understanding of safeguarding and an ability to apply this to students and staff
- A level of interpersonal skills, which will command the confidence of students, parents and staff
- The capacity to represent the 6th form and wider academy to parents and members of the community
- Personal qualities such as determination, resilience, flexibility and a sense of perspective
- Willingness to run extra-curricular clubs and classes to support the performance of the school
- The ability to use ICT as a tool for learning