

Blue Coat Church of England Academy



Job description : Futures & Progression Leader

Responsible to: Assistant Principal (Personal Development)

The postholder will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation. In addition, this post is subject to the current Professional Standards for Teachers 2012.

This job description may be reviewed at the end of the academic year or earlier if necessary. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a Senior Leader to undertake work of a similar level that is not specified in this job description.

Summary of Role

The main function of the Student Progression Leader is to:

- develop, lead and manage the strategies that ensure that Careers Education is embedded into all year groups, including effective use of Unifrog
- monitor and track student destinations
- ensure that students have the highest possible aspirations.
- maintain a strategic overview of the progression of all students.
- monitor and evaluate the effectiveness of student progression routes
- lead on employer and H.E. engagements

It is essential to follow the remit and systems of accountability related to the school's commitments and priorities.

General Duties:

- To play a full part in the life of the school community, to support its distinctive aims and Christian ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies and to comply with the school's Health and safety policy and undertake risk assessments as appropriate

Detailed responsibilities:

High Standards of Teaching and Learning

- Be a consistent point of contact for students and staff in relation to student progression and careers.
- Support the development and maintenance of the specific Careers Education opportunities including Work Experience.
- Co-ordinate the planning and delivery of an appropriate programme to support the development of student skills including targeted and focus groups.
- Liaise with the Raising Standards leader to monitor and evaluate the impact of departmental intervention strategies on grades which determine progression pathways in Key Stage 5.
- Agree strategies that will assist the progression of identified students based upon available data.
- Identify and implement strategies and support the progress of students with Special Educational Needs, in consultation with the SENCO relating to the Level 1 pathway.
- Provide progression updates to input into regular Pastoral/Progress meetings
- Respond to the outcomes of the Pastoral/Progress meetings which impact on student progression.
- Develop and implement appropriate Careers based materials for delivery via Form Tutors during morning registration period.

Knowledge, Skills and Expertise

- Use comparative data to inform key stage progression decisions.
- Be familiar with the use of school ICT systems that monitor the personal and academic progression of students.
- Possess excellent understanding of what constitutes effective Teaching & Learning;
- Possess excellent knowledge and understanding of strategies for promoting good relationships with students and promote effective behaviour for learning;
- Possess the analytical, interpersonal and organisational skills necessary to work effectively with staff and leadership teams within school;
- Be a highly effective classroom practitioner.

School Level

1. Contribute to the development, implementation and review of raising achievement strategies to support student to achieve grades to access desired career pathway
2. Co-ordinate the delivery of all relevant Careers Education skills programmes.
3. Supporting sixth form progression following results day (availability before, on and immediately after Y13 results day supporting progression into alternate destinations as required).
4. Parents/Carer consultation evenings
5. Liaise with relevant external agencies.
6. Advise the Principal on the strategic direction of the Key Stage regarding student progressions.
7. Support the school's Christian ethos and policies.

Accountability

Line manage colleagues to ensure that:

- There is monitoring of the overall quality of performance;
- There are challenging objectives are set for all members of staff;
- There is development of individuals to reflect the needs of the school, department and the individual's needs and aspirations;
- There is management of the capability of departmental members.

Other responsibilities

In addition to this job description the postholder will be expected to carry out the role as described in the classroom teacher's job description.

Special Conditions

- A teacher on the upper pay scale shall meet the performance threshold standards as specified in the School Teacher' Pay and Conditions Document.
- The duties required of a teacher under this job description shall be such as require the exercise of a teacher's professional skills and judgement.

Safeguarding Children

Blue Coat Church of England Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Disclosure and Barring Service (DBS). If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Leads.

Print Name:

Signed:

Date:

PERSON SPECIFICATION – FUTURES & PROGRESSION LEADER

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Qualified teacher status	Degree. Evidence of extra interest; courses; study.
SKILLS AND ABILITIES	<p>Good communication and interpersonal skills.</p> <p>Good class teaching with a range of effective classroom skills.</p> <p>A working understanding of a range of strategies/initiatives to raise student achievement.</p> <p>Strategies/initiatives to raise student achievement.</p> <p>Evidence of ability to motivate staff and students.</p> <p>The ability to use ICT appropriately.</p> <p>The ability to work under pressure.</p> <p>A commitment to ensuring high levels of student achievement and behaviour.</p> <p>Problem solving and decision making skills.</p>	<p>The readiness to be innovative and to meet a challenge.</p> <p>Evidence of ability to manage time effectively and prioritise actions.</p> <p>An approach based upon positive behaviour management and/or assertive discipline.</p> <p>Evidence of ability to lead a team.</p> <p>Some management experience.</p>
KNOWLEDGE	<p>Relevant a successful experience in analytical thinking skills ie ability to manage such things as a reward system.</p> <p>Understanding of current thinking about raising levels of student attainment, assessment and similar educational issues.</p> <p>Knowledge and understanding of the role of a middle leader in school and the relationship with senior leaders.</p>	<p>Experience of supporting staff in the management of teaching and learning.</p> <p>Some experience of implementing change.</p> <p>Experience of working/liasing with external agencies.</p> <p>Willingness to lead and contribute to extra-curricular activities.</p>
PERSONAL/ OTHER KEY QUALITIES	<p>A high level of motivation and commitment.</p> <p>A personal ambition to succeed and develop.</p> <p>Good personal organisation.</p> <p>A sense of humour.</p> <p>Good health.</p> <p>A good record of attendance and punctuality.</p> <p>Personal integrity.</p> <p>A genuine concern for the needs and development of all students</p>	