

Job description: KS4 Progress Manager

Our Mission

Our purpose is to inspire a love of learning, empower our college community with the knowledge and skills to help them make meaningful choices and contribute positively to the world in which we live

To achieve excellence in all aspects of school life.

Thurston Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	To take the responsibility for supporting the educational outcomes for our KS4 students.
Line management	Responsible to the Head of School
Main duties and responsibilities:	<p>General</p> <ul style="list-style-type: none"> • To support staff within the welfare, student development and standards team • To work with other professionals, both internal and external when necessary. • To adhere to and work within the College's practices and policies including relating to Safeguarding, Health & Safety, Data Protection, Confidentiality, and Equal Opportunities • All staff have a responsibility to safeguard and promote the welfare of children and young people within the College. • Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility. <p>Main Responsibilities</p> <p>To assist the Yr 10 and Yr 11 pastoral teams with promoting the very highest standards of attitudes to learning, so that all students aim high and therefore make excellent progress.</p> <p>Support for Students</p> <ul style="list-style-type: none"> • Use student data to identify students that are underachieving and need support, and to guide both staff and students accordingly • To work with our disadvantage students to ensure that they are supported to close the gap and achieve at the very highest levels • Liaise with the Academic Support team in regard to appropriate interventions and support progress and monitor the effectiveness • Assist in the promotion of extra-curricular activities and to encourage participation in enrichment and events • Support students with post-16 progression • Engage and establish relationships with all students in the year groups and to become accepted as a person to whom they can turn for guidance in their academic study • Attend relevant meetings to provide feedback on student progress and achievement. • Communicate with parents and carers as appropriate • Run a small mentoring with a targeted group of underachieving students on a weekly basis. • Attend parents evenings and parent meetings and other school functions • Undertake supervisory duties as required