



Progress Leader Job Description

As a Progress Leader at John Taylor Free School, you will have a whole school responsibility which is closely linked to the school improvement plan. This job description is temporary and will be reviewed annually. It should be read in conjunction with Teacher's Standards, the criteria for meeting the Upper Pay Scale and the DFE description of Professional Duties of all teachers.

Leadership Responsibilities

- This is a middle leader post with a whole school responsibility and as such you will support other colleagues across school as appropriate.
- To take responsibility for the leadership of student progress, for a vertically arranged sector of the school cohort, by raising the levels of academic achievement.
- To support Personal Tutors with academic, personal and social issues, for your sector, which may impact on progress.
- To support Personal Tutors, for your sector, in communicating with parents, enabling positive relationships between home and school.
- Develop student leadership opportunities which enable all students to succeed and thrive.
- To support the Lead Teacher for Transition with transition to ensure students are fully prepared for life at JTFS.
- To ensure that you make a positive contribution to cross-curricular, enrichment and extended learning opportunities across the school.
- To meet regularly with your line manager to discuss the progress of students.
- To liaise with the Deputy Head of School, SENDCO and Curriculum Leaders of Numeracy and Literacy regularly to ensure appropriate interventions are in place.

Management Responsibilities

- To monitor and evaluate the effectiveness of policies e.g. on marking and assessment, homework, use of ICT, rewards and sanctions etc., and to ensure that colleagues are implementing such policies consistently.
- Use data effectively to identify students who are under performing, have low attendance, punctuality or behaviour concerns and ensure appropriate action is taken.
- Liaise with Personal Tutors and subject teachers about the progress of individual students as necessary.
- Ensure that appropriate learning takes place for any students who may be removed from a lesson on a short or longer term basis.