



# Progress Leader

<b>Reports To</b>	Senior Leader responsible for Pastoral
<b>Role Purpose</b>	To direct and monitor the personal, social and academic progress of each child in the Year Group.
<b>Role Requirements</b>	<p><b>Strategic Direction and Development</b></p> <ul style="list-style-type: none"> <li>to ensure students and their parents receive appropriate advice and help whether academic, pastoral or social – when needed.</li> <li>to work with SLT to oversee, encourage and analyse the academic progress of the year group, using a full range of data.</li> <li>to present to Trustees as required.</li> <li>to support and maintain the school Behaviour for Excellence Policy.</li> <li>to celebrate success at all levels in various contexts.</li> <li>to be part of our School Development Group (SDG) for all strategic development.</li> <li>to analyse and monitor attendance and punctuality trends as well as taking steps to ensure that these are maintained to the highest level.</li> <li>develop positive relationships with all stakeholders in school, parents and the wider community</li> <li>Supporting well-being and be able to engage with external agencies while working in partnership with the DSL and Student Services</li> </ul> <p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>to use assemblies to support and explain the School's vision and values</li> <li>to work with tutors and SLT in developing systems to monitor academic progress, praise excellent work/effort through our ICARE rewards system and tackle underachievement.</li> <li>to work in conjunction with HoDs on movement between sets and composition of tutor groups.</li> <li>to share in the preparation and coordination of the "Education for Life" Curriculum.</li> <li>to seek parental support over academic, pastoral and social progress.</li> </ul> <p><b>Leading and Managing Staff</b></p> <ul style="list-style-type: none"> <li>to initiate and chair regular meetings of tutors to discuss the collective development of the year group.</li> <li>to ensure regular communication with each tutor over students' progress.</li> </ul>

	<ul style="list-style-type: none"> <li>• to ensure each student is mentored by their tutor and that targets for improvement are agreed and recorded.</li> <li>• to work with the SENCO and Pupil Premium lead to monitor progress of key groups of students.</li> </ul> <p><b>Efficient and Effective Deployment of Staff and Resources</b></p> <ul style="list-style-type: none"> <li>• to ensure that a full record of each student is maintained in the personal file/on SIMS.</li> <li>• to organise, in consultation with the Senior Leadership Team, the relevant parents evening.</li> <li>• to oversee the collection and collation of each students' progress reviews.</li> <li>• to work with appropriate agencies to ensure student progress.</li> </ul> <p><i>The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.</i></p>
<b>Hours</b>	Full Time
<b>Salary</b>	TLR 2c
<b>Contract</b>	