**Job Description**

**Post Title: Progress Leader**

**Location: Derby Moor Spencer Academy**

**Salary/Pay Range: MPS/UPS plus TLR1a**

**Hours of work: Full Time**

**Reporting to: Assistant Principal**

**Purpose of Role**

The Progress Leader is a critical role in ensuring the academic, personal, social and emotional development of students within the school. The consistent and fair implementation of our values and expectations ensures effective learning and excellent progress supported by good behaviour. The Progress Leader secures this by creating a climate in which pupils feel happy, safe and able to participate fully in school life.

The post holder will have the overview of all students in the given year group which includes being accountable for:

* The effective monitoring and tracking of individual student academic progress and leading on relevant intervention to ensure all students achieve their potential.
* Setting a culture of high aspirations and promoting the school’s vision through clear messages and activities.
* Leading on positive behaviour management, with a particular focus on tracking and intervention of behaviour issues.
* Leading on attendance and welfare within the year group to ensure every student is safe, secure and able to learn.

**Main Duties and Responsibilities**

The main responsibilities of the Progress Leader in addition to those of a classroom teacher are:

1. Strategic direction and development of pastoral care across a year group
2. Leading, managing and improving student outcomes across the curriculum
3. Strategic oversight of the teaching and learning across the year group
4. Leading and managing the work of the year team
5. Creating a positive learning ethos for all students in the year group
6. Efficient and effective deployment of staff and resources
7. **Strategic direction and development of Pastoral Care across a year group**:

* Be familiar with the Academy Improvement Plan (AIP) and steer pastoral work to reflect its properties.
* Write and evaluate an annual year group Improvement Plan and year group Evaluation Form.
* Set agenda and chair timetabled year group meetings, ensuring a good balance between maintenance and developmental needs.
* Attend leadership team meetings upon request and operational briefings.
* Work with the senior team to develop INSET day activities and support whole school INSET days with inclusion, behaviour, standards and progress initiatives.
* Confidently communicate the values of the school and Year Group ethos in all interactions with families, colleagues and students.

1. **Leading, managing and improving student outcomes across the curriculum:**

* Being accountable for the pastoral welfare and behaviour of all students in the year group.
* Taking responsibility for the progress made by students towards achieving targets and identify under-achieving students. Plan clear actions to address pockets of under-achievement.
* Analyse the attendance patterns of individual students and tutor groups and taking the necessary action in order to improve the attendance statistics for the year group.
* Carry out analyses of data points and end of year/exam review to inform the year group improvement plan.
* Work with Curriculum Leaders to address issues across the year group.
* Be responsible for the behaviour and conduct of all students across the year group, addressing issues as they arise and being proactive employing strategies to improve standards in liaison with the Year Manager.
* Implementing appropriate mentoring and intervention programmes for students as required.
* Where appropriate, assisting in advising and counselling students on subject choices.
* Have an overview of Key Stage Transitions (as appropriate) and facilitate in the production and collection of relevant information for students.
* Liaise with SEN / Inclusion to ensure SEND students are tracked, supported and provided with interventions where required.
* Liaise with parents and Outside Agencies to ensure information is shared appropriately and student safeguarding wellbeing is at the heart of interventions.
* Lead parental meetings to address issues including, but not exclusively concerns around performance, conduct, initial complaints and serious breaches of the school’s expectations
* Liaise with the DSL in all aspects of Child Protection and sensitive issues.

1. **Lead teaching and learning across the year group:**

* Be responsible for the establishment of Tutor Groups and liaise with Curriculum Leaders with regard to the formation of Teaching Groups.
* Be responsible for the quality assurance of tutor time in order to create a purposeful learning environment with which to start the day.
* Be responsible for the tutor time programme for the year group.
* Monitor the completion of Home Learning.
* Liaise with Curriculum Leaders where issues around staff performance have arisen.
* Play a role in school self-evaluation processes.
* Play a leading role in initiating and monitoring the implementation of whole school policies that directly impact students (e.g. rewards and sanctions, behaviour management, sex and relationship education, homework etc.)
* Ensure proactive strategies around improving student conduct are in place, linked into whole school policy and regularly reviewed and updated.
* Use effective data to monitor student progress and where necessary implement suitable intervention strategies.

1. **Leading and managing the work of the year team:**

* Leading a team of tutors in ensuring that each cohort develops a positive ethos which reflects the school’s values.
* Create an ethos of high expectations in the year team, challenging aspects of underperformance in line with the school’s disciplinary procedures.
* Coach and monitor the team around parental engagement to ensure that all team members are aware of their professional commitment to this aspect of our work and that feedback to parents is professional, helpful, clear and in line with all school policies.
* Be responsible for the organisation and management of parents’ evenings, leading and directing tutors and ensuring parental feedback and attendance are recorded and acted upon.
* Manage, monitor and improve the work of tutors.
* Establish clear expectations and constructive working relationships among all staff, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice and developing an acceptance of accountability.
* Support the SLT in achieving their vision for the school.
* Develop an excellent working relationship with the Year Manager, ensuring clarity of roles, collaboration and unity.
* Ensure that accurate and easily accessible records are kept on each student and that these records are disseminated properly.
* Be responsible for staff development within the year team and line managed staff as directed by the SLT.
* Ensure performance management of staff is carried out effectively.
* Keep year group staff up to date with calendar issues and general notices.
* Support and promote whole school event and initiatives.

1. **Creating a positive learning ethos for students:**

* Encouraging high standards of work, behaviour and uniform throughout the year group.
  + Be responsible for leading and organising year assemblies which reflect and promote the aims and ethos of the school/year group and the core values of the school.
  + Provide an enrichment of school life by encouraging staff/students to participate in a variety of enrichment activities related to learning and development.
* Commend students for excellent work or effort, coordinating rewards for the Year Group.
* Promote a culture of learning in the year group.
* Ensure that student opinions expressed though student voice are valued and responded to positively
* Be responsible for the promoting of a sense of identity/belonging and community in order to fulfil our core values which includes celebrating success at all levels.
* Implement whole school Behaviour Management and graduated intervention procedures to ensure a positive learning environment for all.

1. **Efficient and effective deployment of staff and resources:**

* Oversee routine administration such as holiday forms, lateness, truancy, appointments to leave the premises working alongside the YM and Student Services.
* Have over sight of the selection, appointment, coaching and monitoring of year representatives/officials (e.g. student voice reps)
* Deal with unexpected staffing issues and tutor absence.
* Have an overview of all admissions to the year group, directing the relevant staff to ensure the transition into school is smooth and efficient.
* Be responsible for the promotion of the year team and creating an ethos of aspiration (e.g. open evenings, assemblies, events, school website, twitter etc).
* Attending meetings as appropriate.
* Completing duties during unstructured times to oversee the conduct and wellbeing of the year group.
* Liaise frequently with the SLT link around all aspects of the role, reporting on data and issues as appropriate.

**Other duties and responsibilities:**

* Carry out any other duties that the principal may reasonably request.
* Oversee the Year Group zone at break and lunch times coordinating cover as necessary.
* Ensure that you act according to the principles of best practice, and in accordance with the requirements of the Keeping Children Safe in Education guidance, as issued by the Department for Education.
* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
* Participate in the Academy Appraisal process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

**General**

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Principal.

The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

**Additional Information**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

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| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |