

Lincoln Christ's Hospital School

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Job Description for Progress Leader (Year 7-11)

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document and other current education legislation. The postholder is expected to meet the Teachers' Standards as set out by the Department for Education, demonstrating high standards of ethics and behaviour, and maintaining public trust in the teaching profession. The role will be carried out in accordance with Keeping Children Safe in Education statutory guidance.

Job Title	Progress Leader (Year 7-11)
Remuneration	TLR1b (£12,637 pay award pending)
Reporting to	Assistant Headteacher – Behaviour and Attitudes
Responsible for	A Pastoral Manager and a team of tutors within the year group.
Purpose of Job	To be accountable for learner development, achievement and attainment within a designated year group, by having clear oversight of pupil achievement and progress across the curriculum and effectively leading the social and pastoral development of pupils. The post also requires the holder to manage a team of staff as indicated above.

Main Responsibilities:

- 1 Lead learning within a designated year group using data tracking and analysis to develop and implement targeted intervention programmes to ensure that identified standards of learner achievement are met.
- 2 Create, lead and manage a learning environment which embraces challenge through a supportive culture and an effective behaviour management strategy that enables pupils to achieve their potential.
- 3 Lead, develop and manage staff to ensure that pupils make at least expected progress through effective teaching and learning in an environment where they can experience intellectual, physical and emotional security.
- 4 Lead, manage and develop linked members of the pastoral team to work collaboratively with teachers, support staff, other professionals, parents, agencies and communities to promote the positive contribution and well-being of all pupils within the year group.

- 5 Lead, manage and develop the pastoral and social curriculum for pupils within the designated year group to provide programmes/activities that raise aspirations, develop self-confidence and enhance social and moral values within the year group.
- 6 Contribute directly to the development and application of priorities, policies and activities to enable the achievement of whole school aims.

Specific Responsibilities:

- (a) To track progress through analysing student data (inc. attainment, attitude to learning, attendance, behaviour etc.) and using this to lead targeted intervention with specific cohorts (in line with school priorities) to close identified gaps. This will include mentoring students to strategically overcome barriers to learning.
- (b) To take an active role in the quality assurance of the provision of teaching and learning for the year group through monitoring effective use of tutor time, completing work scrutiny, undertaking learning walks and assessing learner conduct.
- (c) To deploy staff resources to ensure that school procedures are implemented effectively and consistently to support the rapid progress of all students in the specific year group.
- (d) To be available as an advisory support for staff offering strategic guidance to empower them to improve the teaching and learning in their classroom.
- (e) Oversee that the record keeping procedures are in place for pupil safeguarding, attendance, pupil records/files, special reports and all other internal communication which impact on pupil progress.
- (f) To co-ordinate the process whereby high-quality pupil reports are prepared and disseminated at agreed dates/times.
- (g) Have oversight of the arrangements for pupil assemblies, tutor group sessions and other events or activities which contribute to the personal, social and health education of pupils working in collaboration with the Co-ordinator of Personal Development and other relevant members of staff.

Not all of the above duties will need to be performed all of the time and will vary according to the needs of the school at different points.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

Person Specification:

Qualifications and training

- Qualified teacher status
- Evidence of professional development relevant to this role

Experience

- Successful teaching experience, ideally in a secondary school setting
- Experience of leading, managing or coordinating staff
- Experience of using data to inform pupil interventions

Skills and knowledge

- Excellent understanding of strategies for raising pupil achievement
- Ability to analyse and interpret a range of pupil data
- Good knowledge of safeguarding procedures in schools
- Strong organisational and time management skills
- Effective communication and interpersonal skills
- Ability to develop and implement effective behaviour management strategies
- Ability to work collaboratively with a range of stakeholders

Personal qualities

- High expectations for all pupils and belief in bringing out the best in every child
- Commitment to upholding and promoting the ethos and values of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to equality and diversity