

## **Senior Progress Leader – Key Stage 3 Pastoral Support & Interventions job description**

**Responsible to:** Assistant Headteacher (Pastoral)

**Pay Range:** L8-L12

**Strategic Lead:** Pastoral

**Key responsibility:** To add support to the Year Teams within Key Stage 3 and plan strategic pastoral interventions

**The priorities in principle for this job are:**

1) To monitor the progress and wellbeing and attendance of key cohorts of students, including:

- developing and implementing strategies for improving progress of key, underperforming cohorts;
- developing strategies to prevent persistent absenteeism, lateness and underachievement;
- overseeing work flow regarding the monitoring of wellbeing and progress in the KS3 Year Offices;
- Working with outside agencies to support strategies.
- Developing links with other Sigma schools to ensure that best practice is shared

practice.

2) To support students in their academic progress. This will include:

- Supporting the Head of Years and Assistant Head of designated Year Groups;
- Preparing strategies and resources to support transition from KS2 and the options process into KS4;
- Developing ways in which to establish links with stakeholders.
- Being the school's link to the outside agencies for providing additional support for

students in the designated year groups

3) To be responsible for the school's cultural development of all young people in KS3, including rewards and awards

### **Safeguarding Responsibilities**

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that

we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

**To support and assist the Headteacher by:**

- providing dynamic and professional leadership and management by sharing and modelling the school's vision and values in everyday work and practice;
- developing and motivating staff
- setting high expectations to ensure that no child is left behind;
- embedding high quality teaching and learning, and ensure early interventions;
- contributing to our rigorous and on-going self-evaluation;
- taking responsibility for leading specific areas and initiatives to secure further school wide improvements.

Specific responsibilities in line with the School's strategic objectives and Core

**Values. Strategic vision, leadership and management of:**

- Transition from KS2
- Support for Pastoral Leaders re emotional well-being
- Lead on developing strategies for improving progress and well-being

This will include creating a culture of high expectations; monitoring data and assessment information to ensure the school's actions continue to secure strong outcomes for all pupils; preparing timely reports, which are appropriate for all stakeholders including governors. In addition, the post-holder will have a deep, accurate understanding of the school's effectiveness, particularly in relation to this role, taking into account all stakeholders' views.

**In addition a Strategic Lead is responsible for:**

**1. Leadership**

- a) Working with the senior leadership team and other stakeholders to develop the school's vision, including promoting a growth-mindset;
- b) Establishing and maintaining a culture and ethos that promotes effective collaboration, excellence, equality and high expectations of all students and staff;
- c) Articulating and modelling the school's vision and strategic direction; developing and implementing coherent operational plans which promote outstanding outcomes for all pupils, particularly the disadvantaged and vulnerable students.
- d) Making budgets, including additional funding effectively and efficiently to ensure strong outcomes;
- e) Leading specific initiatives and co-ordinating programmes to ensure the school promotes and achieves the highest standards;
- f) Driving improvement through effective line management;
- g) Being accountable and making others accountable for securing more than expected outcomes;
- h) Contributing to the schools rigorous and on-going self-evaluation to ensure actions are secure and sustain strong pupil outcomes;

This will include:

- Contributing to the School's SEF and provide relevant evidence;
- Participating in the development of the provision;
- Review progress against attendance benchmarks;
- Analyse assessment data to inform decisions;
- Participate and lead areas of the Quality Assurance programme;
- Support and challenge staff in order to improve on their previous best

- i) Preparing Reports for Governors' meetings;
- j) Participating in the day-to-day management of the school.

## **2. Learning**

- a) Monitoring the quality of learning and teaching in line managed departments and areas relevant to this role;
- b) Promoting strategies for raising the achievement of all learners and managing strategic intervention programmes;
- c) Making effective use of assessment data to promote students' progress and to address and challenge in-department variation and marginal performance;
- d) Establishing innovative, creative, responsive and effective approaches to learning and teaching;
- e) Encouraging true collaborative learning which is 'solution focused';
- f) Ensuring a personalised approach to learning;
- g) Co-constructing high quality provision with all major stake-holders;
- h) Driving forward, as appropriate, local and national strategies which are appropriate to our setting and student community.

## **3. Personal Growth and Development**

- a) Ensuring all staff and stakeholders are informed of the school's key priorities and operational plans and how they play a part in securing strong outcomes;
- b) Implementing effective procedures to safeguard students at all times;
- c) Contributing to the recruitment, induction and professional development of the staff; d) Supporting equal opportunities for all members of the school community;
- e) Implementing clear, consistent and effective performance management processes within line managed areas, which includes challenging underperformance at all levels;
- f) Maintaining effective partnerships with all stakeholders;
- g) Reviewing your own practice, setting personal targets, participating in continuing professional development and engaging in professional development relevant to this role;
- h) Managing your own and others workload to allow an appropriate work/life balance.

## **4. Community**

- a) Liaising with all stakeholders in order to support students and to protect their development, health and well-being.
- b) Actively seek stakeholder voice and act, as appropriate to improve our offer and increase student progress still further;
- c) Share your knowledge and experience across the Trust to ensure positive outcomes for all students in different educational settings;

- d) Ensuring timely and professional communication to parents and carers;
- e) Developing others through leading high quality INSET.

## 5. Trust

- a) Establishing and maintaining a culture and ethos that promotes effective collaboration, excellence, equality and high expectations across the Trust;
- b) Articulating and modelling the Trust's vision and strategic direction; developing and implementing coherent operational plans which promote outstanding outcomes for all pupils;
- c) Leading specific initiatives and co-ordinating programmes to ensure the Trust promotes and achieves the highest standards;
- d) Contributing to the Trust's rigorous and on-going self-evaluation to ensure actions are secure and sustain strong pupil outcomes

The Strategic Lead will undertake any other reasonable tasks or duties assigned by the Headteachers. They will also have all the responsibilities of any teacher at The Stanway School.

This job description does not form part of any Contract of Employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

**Signed (Headteacher):** ..... **Signed (Post Holder):**

..... **Date:** .....