



Job Description & Person Specification

Standards and Progress Leader

Job Title:	Standards and Progress Leader
Scale:	Leadership 8 – 10
Responsible to:	DHT/AHT Safeguarding, Behaviour and Attendance
Responsible for:	Team of 10 tutors

Job Purpose:	<ul style="list-style-type: none">• The standards (this includes the attainment outcomes and progress outcomes) reached by all students within a specified year group.• The standard/quality of teaching and learning in tutorial lessons throughout the specified tutor team.• The management of a team of Form Tutors who will be expected to deliver a lively and engaging tutorial programme that enables all students to fulfil their potential.
Duties & Responsibilities:	<p>Standards And Progress Leaders Are Responsible For:</p> <ul style="list-style-type: none">• Assisting the Headteacher in ensuring that the school's core values (Enjoy, Enrich and Achieve) are fully expressed through the leadership of their year group, school assemblies and school functions.• Playing a key role in shaping the direction of the school particularly in the areas of behaviour and attendance.• Ensuring that school policies are implemented to achieve the school aims and implement whole-school decisions.• Producing a Pastoral Improvement Plan for their year group to address identified priorities.• Promoting and recognising students' academic achievements.• Ensuring students' pastoral needs are met (behavioural, social and emotional).• Monitoring pupil attendance within a specified year group and working alongside the school's Attendance and Welfare Team to coordinate an approach to support students with below expected attendance.• Ensuring any barriers to student achievement are identified early and appropriate support is put in place.• Improving the academic outcomes of all students, ensuring that students within a specified year group are monitored regularly so that they achieve their challenging targets and collaborating with Heads of Faculties and Subject Leaders where there is under performance.• Ensuring effective systems are in place that promote high standards in support of school discipline (e.g. attendance, punctuality, homework, uniform).• Liaising with specialised support staff and outside agencies as required.



	<ul style="list-style-type: none">Ensuring that parents are kept fully informed of students' progress and maintaining positive working relationships with parents.Attending any evening functions required and ensuring that the specified year group is fully represented and well prepared for these (e.g. for transition evenings, parents' evenings, information evenings, options evenings).Attending all other relevant meetings appropriate to the role as specified by the school.Ensuring that Child Protection issues relating to students in the specified year group are addressed in line with school policy, working to the Deputy Headteacher/Designated Person for Child Protection.Maintaining a highly visible presence around the school <ul style="list-style-type: none">Standards And Progress Leaders Are Expected To:Contribute to the collective ethos of the school by requiring high professional standards from colleagues and appropriate behaviour from students. This includes supporting whole-school behaviour management.Carry out regular learning walks to assist with the monitoring and support of the designated year group.Attend pastoral team meetings and briefings as and when required.Help maintain a calm and purposeful atmosphere around the school both in and out of classrooms, including being part of the duty teams before school, at break and lunchtimes and after school.To teach as required.
General:	<ul style="list-style-type: none">Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment.Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy.Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths.	E



	First Aid Qualification. Good honours degree in specialist subject Qualified teacher status. Level 3 safeguarding training.	D E E D
Knowledge & Experience	Recent experience of working in a secondary school. Evidence of continued professional development relevant to the role. Successful experience of teaching specialist subject to at least G.C.S.E. level. At least three years' experience of middle leadership in a Secondary School with proof of impact. Experience of supporting staff with Behaviour for Learning within your current role. Substantial experience of working closely with parents/carers. Successful experience of leading a team. Experience of holding students to account for their attendance within your current role. Substantial experience of working with external agencies.	E D E E E E E D D
Skills and attributes	Ability to motivate and inspire students. Ability to motivate and inspire staff. Highly effective communication skills – listening, speaking and writing. Highly effective time and task management skills. The ability to remain calm under pressure. A commitment to enabling all students to achieve their potential. A full understanding of the role of a pastoral leader in raising academic achievement. The ability to use a range of behaviour management strategies effectively to ensure that students feel safe and make good progress in their learning. The ability to ensure that whole school policies are implemented consistently, including those relating to safeguarding, child protection and student behaviour. Knowledge of statutory attendance and suspensions guidance. A comprehensive understanding of pastoral issues, including the roles of external agencies.	E E E E E E E E E E E E D D
Personal qualities	Sense of humour and ability to maintain a sense of perspective. Confidence, Drive and Imagination. Commitment to continued personal development. A commitment to extracurricular activities, trips and visits. Good attendance and punctuality record. Professional dress.	E E E D E E



Other	Committed to equality and diversity. Commitment to own continuous personal and professional development. Committed to our Health and Safety policies and procedures. Compliance to Data Protection Act 2018 and GDPR principles/ requirements. Committed to safeguarding and promoting the welfare of children and young people.	E E E E E
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The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated June 2025.