

MOULSHAM HIGH SCHOOL



JOB DESCRIPTION

JOB TITLE:	Standards and Progress Leader (Leadership 8-10)
Responsible To:	Deputy Headteacher Behaviour/ Safety/Attitudes
Responsible For:	Team of Tutors
Teaching Commitment:	30 Teaching Periods Per 2-week cycle

STANDARDS AND PROGRESS LEADERS WILL BE RESPONSIBLE FOR:

- Assisting the Headteacher in ensuring that the school's core values (Enjoy, Enrich and Achieve) are fully expressed through school assemblies and school functions.
- Playing a key role in the Executive team and shaping the strategic direction of the school through participation in Executive team meetings.
- Ensuring that school policies are implemented to achieve the school aims and implement whole-school decisions.
- Promoting and recognising student achievement.
- Ensuring students' pastoral needs are met (behavioural, social and emotional).
- Monitoring pupil attendance within a specified year group, working alongside the school's Attendance Welfare Officer and Education Welfare Services to coordinate an approach to tackle those students with below-than-expected attendance.
- Ensuring any barriers to student achievement are identified early and that appropriate support is put in place.
- Setting appropriate, but challenging, targets for both behaviour and academic standards.
- 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.
- Ensuring, through effective tracking of student progress, that appropriate intervention strategies are in place to target students not making the expected levels of progress within each subject.
- Ensuring effective systems are in place that promote high standards in support of school discipline (e.g. attendance, punctuality, homework and uniform).
- Liaising with specialised support staff and outside agencies as required.
- Ensuring that parents are kept fully informed of students' progress and maintaining good working relationships with parents.

- Attending any evening functions required and ensuring that the specified year group is fully represented and well prepared (e.g. for transition evenings, parents' evening, information evenings, options evenings).
- Attending all other relevant meetings appropriate to the role, as specified by the school.
- Reporting, as soon as possible, any concerns or potential concerns regarding the safeguarding of students to the designated safeguarding lead or, in his/her absence, the deputy designated safeguarding lead. CPOMs should always be used even if a concern has been reported verbally. The designated safeguarding lead (or deputy) rather than the Standards and Progress Leader will then decide on the appropriate action to take.
- Taking responsibility for a duty team to ensure the school runs smoothly at key times throughout the day.
- Maintaining a highly visible presence around the school.

STANDARDS AND PROGRESS LEADERS WILL BE ACCOUNTABLE FOR:

- 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.

STANDARDS AND PROGRESS LEADERS WILL BE EXPECTED TO:

- Contribute to the collective ethos of the school by requiring high professional standards from colleagues and appropriate behaviour from students.
- Carry out regular learning walks to assist with the monitoring and support of the designated year group.
- Attend three weekly Executive team meetings.
- Help maintain a calm and purposeful atmosphere around the school both in and out of classrooms, including actively supporting the duty teams at break and lunchtimes.
- To teach as required.

NOTE:

All staff at Moulsham High School are expected to:

- participate in the performance and development review processes, 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;
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION – STANDARDS AND PROGRESS LEADER (L8-10)

The criteria marked essential below must be demonstrable at the point of interview. It will be expected that those marked desirable will be met over time.

	Essential	Desirable
Qualifications		
Good quality honours degree.	√	
P.G.C.E. or equivalent in secondary education.	√	
Qualified Teacher Status	√	
Evidence of continued professional development.		√
Experience		
Proven success in teaching across the secondary age and ability range.	√	
Experience of having raised academic achievement.		√
Experience of securing the best possible attendance for all students in a cohort.	√	
Effective leadership of a pastoral team so that the needs of all students have been met.	√	
Experience of academic mentoring.		√
Experience of dealing working with external agencies.	√	
Experience of working closely with parents to resolve students' issues with positive outcomes.	√	
Knowledge, Skills and Understanding		
A full understanding of the role of a pastoral leader in raising academic achievement.	√	
An excellent understanding of all pastoral issues, including the roles of external agencies.	√	
An excellent knowledge of behaviour management strategies and experience of their successful implementation.	√	

The ability to analyse academic progress data, identify where there is underperformance and implement effective intervention to address this.		✓
Strong behaviour management skills.	✓	
The ability to lead a large team of form tutors effectively so that all school policies and initiatives are implemented with consistency.	✓	
The ability to present to a variety of audiences in an engaging manner.	✓	
The ability to communicate clearly and accurately in writing.	✓	
General		
Efficient organisational skills, including the ability to prioritise and meet deadlines.	✓	
A commitment to continuing professional development.		✓
Good record of attendance and punctuality.	✓	
Professional dress.	✓	

(June 2021)