



# Kingsmead School

## Job Description - Assistant Progress Leader

<b>Job title:</b>	<b>Assistant Progress Leader</b>
<b>Grade:</b>	Grade 7 (C1092)
<b>Post holder:</b>	<b>xxx</b>
<b>Responsible to:</b>	The Head of School, Key Stage Senior Leader, Progress Leader, Assistant Headteacher for relevant Key Stage and governing body
<b>Responsible for the performance of:</b>	Students within the specific year group or key stage and the specific activities of the Progress Tutors

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### Main purpose of the job:

- To remove barriers to learning to enable young people to develop as individuals and overcome barriers to progress.
  - To develop a relationship with students to support them in achieving their full potential.
  - To maintain regular contact with parents/careers/families of students needing support to inform them of their child's needs and how it is impacting their progress.
  - To monitor homework and coursework completion for selected students to help them improve their outcomes.
  - To contribute and deliver to effective intervention programs for identified students.
  - To remove disruptive students from classrooms in an emergency.
  - To resolve disputes between peers and to rectify damaged relationships with staff.
  - To conduct parent's meetings as required.
  - To support whole school initiatives for raising attainment and progress.
  - To liaise with external agencies as and when required.
  - To support and mentor students to resolve any issues they might be experiencing.
  - To be available for students to speak to at break and lunchtimes and afterschool.
  - To deal with issues raised by staff and students effectively and efficiently and communicate any action taken.
  - To support the Progress Leader in the effective running of the year group and key stage.
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### Duties and responsibilities

#### Leadership and management

- Support and implement the vision and ethos of the school.
- Support effective day-to-day management, control and operation of all activities within the Year Group.
- Support the Progress Leader in the day-to-day management of Progress Tutors within the Year Group and act as a positive role model.
- Promote teamwork and motivate staff to ensure effective working relations.
- Work with colleagues with cross-year group responsibilities (e.g. work experience, careers related activities, transition between Key Stages, health and social and emotional issues) to ensure effective provision.
- Liaise with higher education, industry, charities and other relevant external bodies to create additional opportunities for students in the Year Group.



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- Accountable for reports to the SLT, Governing Body and other stakeholders, as requested, relating to the performance and development of the Year Group.
- Be an effective role model for learning, behaviour and classroom management.
- Ensure effective communication/consultation as appropriate with students and parents.

#### **Quality of Provision**

- Support in the development/delivery engaging and stimulating Year Group assemblies and whole school focus weeks supported by a range of staff and outside agencies.
- Support in the cover of tutor time when required.
- Provide informed input to discussions relating to curriculum provision, personalised learning and raising achievement strategies.
- Support in monitoring use of rewards and sanctions by gender, ability and subject area. Support the Year group tutor team and feed back to, and support, Subject Leaders and senior staff to ensure consistency.
- Support in monitoring the Tutor Period and student knowledge folders, intervening and supporting Progress Tutors where necessary, to ensure high levels of student progress.

#### **Student achievement**

- Support in monitoring progress of students against their target grades/assessments and track progress of groups of students, e.g. HAP, HPS, SEN, Disadvantaged (PP) and boys.
- Support in using appropriate strategies (in conjunction with the Progress Tutor) and, where appropriate SEN Team to support students who are underachieving in a range of subject areas.
- Communicate regularly and effectively with parents of students to ensure they are well informed and to maintain their support.

#### **Student attendance and behaviour**

- Under the guidance of the attendance team monitor attendance and punctuality and implement appropriate strategies.
- Address students' behaviour and attitude to learning both in and out of lessons and identify patterns of poor behaviour including bullying.
- Devise appropriate interventions and strategies (in conjunction with the Progress Tutor) and, where appropriate, the SEN Team to support students who exhibit patterns of poor behaviour.
- Ensure appropriate and effective strategies are introduced for the students with most challenging behaviour including monitoring reports, appropriate use of rewards and sanctions and appropriate use of cycles of assess, plan, review.

#### **Year Group Ethos and community engagement**

- Support in developing a positive Year Group ethos through a range of activities with the Learning Tutor team including promotion of and liaison with the Year group charity and assisting with the promotion and delivery of competition within and between the Houses.
- Assist with reports and information, as requested, for the school newsletter, website and reports to governors.



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#### Other

- Cover Tutor Time as required for absent colleagues.
- Run and organise detentions as part of a whole school rota.
- Provision map specific information in relation to students in your year group.
- Support and run duties and student break times in accordance with the whole school rota.

#### Notes

- This job description is not a contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either with contract changes or as the organisation of the school is changed. This job description is current at the date shown, but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

