



## **JOB DESCRIPTION**

### **Assistant Progress Leader**

**Reporting to:** Designated Progress Leader for their allocated year group for all elements of the role

#### **Main Purpose of the Post**

Under the direction of the Progress Leader, to ensure that each student makes outstanding progress towards their individual academic targets by identifying and addressing barriers to progress. Specifically, this will involve maintaining exemplary standards of student presentation, organisation for learning, attendance and behaviour in line with the vision of the school, within the context of the individual needs of each student.

#### **Specific Responsibilities of the post Include:**

- Act as a role model for students setting the highest possible expectations for all
- Promote the school's vision, mission and core values at all times, promoting excellence together
- To maintain a highly visible profile around the school wherever and whenever pupils are present. This includes specific duties before and after school, at break and lunchtime and during lesson changeovers throughout the day
- Ensure that outstanding student behaviour and conduct around the school is a defining feature of Oldershaw school. To undertake periods of Patrol in order to support colleagues and monitor corridors/outside spaces.
- To support all members of staff to implement effective restorative practices to address poor behaviour and conduct
- To create, implement, monitor and review individual support plans for pupils to maximise academic progress and address specific barriers to learning, including attendance, punctuality, organisation for learning, personal presentation and behaviour
- To liaise with all relevant school colleagues and external agencies in addressing these barriers to learning and progress, especially around issues of safeguarding, attendance and children looked after
- To promote a culture of celebration and reward that promotes the school's core values of Pride, Kindness and Resilience to deliver its vision of Excellence Together for all students and especially those modelling good practice for others
- Promote excellent standards of uniform and organisation for learning
- To support with the running of detentions and student interventions
- To support the management of the Isolation Room as timetabled throughout the day and to ensure students placed there positively reflect on their behaviour

- Assist in the planning and delivering of assemblies to the year group
- Assist in the organisation of and attend all relevant meetings; e.g. Parents Evenings, Pastoral/Year Team briefings and meetings, Behaviour Panel meetings and attendance data analysis meetings
- Ensure records are kept up to date, to ensure the effective work of the year group
- Maintain regular contact – including via home visits - with families/carers of all students but especially of children in need of extra support, keeping them informed of the child's needs and progress and to secure positive family support and involvement
- Comply with all school policies and in particular procedures relating to safeguarding, confidentiality and data protection
- Ensure everyone has equal access to the services of the school and feels valued, respecting their legally protected characteristics
- Take responsibility for personal development by participating in CPD, training and other learning activities, linked to annual appraisal
- Undertake all associated paperwork and admin for the role

**Specific Responsibilities as a member of staff:**

- Be punctual for all commitments
- Committed to teamwork within all aspects of the school
- Be proactive in terms of furthering knowledge and skills
- Ensure that the safety and welfare of all students is given priority at all times
- Pay due regard to Health & Safety in respect of all members of the school and report matters which compromise this to the Buildings Manager
- Support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise
- Ensure that all school's policies are implemented as appropriate
- Attend all meetings as directed
- Be willing to undertake first aid training if required

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which they will be required to work. In the interest of effective working, some tasks may be reviewed from time to time to reflect changing needs of the school. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

**Signed** (Post Holder)

.....

**Signed** (Line Manager)

.....

**Date**

.....