Secondary Academy

Academy Transformation Trust

Progress Leader

Application Pack

The Hathaway Academy,
Grays, Essex

#TransformingLives

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#TransformingLives

01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands,

02. The Hathaway Academy Information

The Hathaway Academy is part of the Academy Transformation Trust family of academies.

Rated as 'Good' by Ofsted in June 2015, at Hathaway we aim to change the aspirational horizon of our students and their community. Everything that both our students and staff do will be done to ensure, that through engagement, self-worth and purpose, pupils will be the very best they can be.

The balance of academic excellence and opportunities underpins our high aspirations and provides students with the skills and confidence they need in their future journey.

We offer a personalised, engaging and relevant 21st century curriculum, which will develop pupils into thinking, articulate, responsible and successful citizens.

This is supported with a wide and varied extracurricular programme that not only supports academic progress but also embeds the specialism of digital media and performing arts.

Our faculty system runs throughout the academy which each faculty attached to a charity and a number of fundraising initiatives taking place throughout the year,

We are extremely proud of our brand new £1.5m food technology, hospitality and catering facility which has recently opened.

We also have a number of partnerships with organisations in our community including the Duke of Edinburgh and the Royal Opera House.

To find out more, please visit www.hathawayacademy.attrust.org.uk.

03. Job Description

Progress Leader

Strategic Leadership & Development	The Progress Leader will have responsibility for the pastoral development, and contribute to managing the academic performance of, all students within their Faculty. This will involve relevant aspects of assessment, reporting, and monitoring of student progress. The Progress Leader is the first point of contact on all matters and is responsible for communicating significant relevant and current information to staff relating to specific students, groups of students or cohorts within the Faculty.
Reporting To:	Pastoral and Academic Interventions Manager
Responsible For:	Faculty Tutors
Liaising With:	Pastoral and Academic Interventions Manager, Academy Leadership Group, Core Coordinators, Coordinators, Core Sub Coordinators and Sub Coordinators and staff with cross-Academy responsibilities, relevant non-teaching support staff, parents and Governors and other relevant stake-holders.
Contract Type:	Non- teaching position. Full time, term time. The position and responsibilities associated within this role requires the post holder to work beyond a normal working day. The post holder will be required to work the hours as necessary, to ensure ALL commitments associated within this role are fulfilled.
Disclosure Level:	Enhanced
Main Responsibilities	
	• To provide students within their Faculty with guidance, support and motivation to enable appropriate choices and pathways to be made. For example, with option choices, curriculum guidance, references, college applications. • This will involve taking the lead on monitoring, tracking and evaluating the progress of students and their attainment with tutors in their Faculty. • To uphold the standards of dress, physical presentation, conduct and behaviour. In the case of the latter, to monitor inappropriate behaviour, developing strategies with the tutors and intervention (booster) staff to address and combat this. • To identify barriers to learning and underperformance ensuring appropriate support is in place. This will involve liaison with SEND, EAL, booster, intervention and inclusion staff, as well as outside agencies, and making referrals in line with Academy policy. • To set individual targets with identified students and to assess their progress against these targets. • To monitor attendance and punctuality of all students within their Faculty. Meeting where necessary with parents/carers as well as liaising weekly with EWAS and the completion of any referrals. • To work as part of a team with other Progress Leaders in the organisation of Parents evenings, Option Evening, Closing the Gap evening, Open Evening, Awards Evening, Celebration of Achievement (COA) and other events associated with student

	progress and information sharing. • To have an oversight of all internal examinations and analyse the results in order to individually target students. • To manage and monitor the system of daily academic mentoring, and behaviour monitoring through the report card process. • To manage and lead a team of Tutors, empowering them to take responsibility for the conduct, development and engagement of the tutees. • To chair and co-chair regular meetings ensuring that the relevant policies of the Academy are understood and implemented by the Faculty team. • To liaise with Pastoral and Academic Interventions Manager on midterm admissions, assign students to appropriate groups and update staff on information pertaining to new students, ensuring that appropriate support is in place to meet the needs of mid-term admissions, and effectively manage their integration. • To issue the student planner and ensure that Tutors are making a regular inspection of their use as well as undertaking regular monitoring of their use. • To have the oversight of the student records and to maintain the Academy record of all students within their Faculty, which includes recording of all communication with parents and outside agencies. • To assist other managers in the day to day running of the site, including On Call, Gate, Break and Lunch Duties, as well as Detentions. • To complete educational records as needed and to attend when required the Governors Discipline Meeting. • To organise and manage their Faculty weekly assemblies, ensuring that these are held in accordance with Academy policy, and liaising with relevant staff to provide high quality assemblies. • To work with other Progress Leaders to build a strong pastoral ethos **The responsibilities of this job will require the post holder to be available outside the working day of the Academy.**

04. Person Specification

Progress Leader

Key Criteria	Essential	Desirable
Experience	• Experience of working effectively in a learning / student care setting • Skills of empathy, listening, communication and responding with appropriate language to build rapport with children and carers from a variety of ages, abilities and backgrounds • Ability to plan, review and carry out duties without supervision • Ability to relate well to children and adults	• Experience of dealing with the 11 – 16 age range • Understanding of how different children develop and learn and the experience to identify and apply appropriate processes to achieve progression • Current first aid certificate • Experience of effective supervision of the work of colleagues to achieve defined outcomes • Good ICT skills
Qualifications	• Good numeracy/literacy skills	• Level 3 qualification and/or degree
Knowledge, Skills & Abilities	• Communication skills to promote and develop effective working with children, colleagues and carers / agencies at an appropriate level • Good organisational and interpersonal skills • Good ability to prioritise tasks • Know and understand the principles and importance of educational inclusion, diversity and access	• The ability to contribute effectively to the workload, planning, supervision and responsibilities of a team • Ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution • Proven communication and inter-personal skills evidenced by dealing with a diverse range of contacts about potentially complicated and/or sensitive issues • Understanding of the GCSE criteria and reporting process • Understanding of the Ofsted framework • Understanding the dynamics of working within an Academy and/or educational setting
Personal Qualities	• Excellent communication skills • Enthusiasm • Commitment to improving student performance • Confident manner	• Empathy for young people

05. How to apply

The Hathaway Academy, Grays, Essex

Hours:
37 hours per week for 38 weeks per year

Salary:
NJC 22-26, starting prorated salary £22,484 per annum

Closing date:
12 noon, Tuesday 13th April 2021

Interviews:
Will be on a rolling programme

Start Date:
September 2021 or sooner

Visits to the school:
For further information about the role and the academy, please contact Ms Whippey at the Academy on 01375 898008. Due to Covid-19 restrictions visits to the Academy cannot take place.

Applying
Please apply by visiting www.academytransformationtrust.co.uk/vacancies

Forward as one.

Improving Education Together.

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