

JOB DESCRIPTION

JOB TITLE:	Standard Progress Leader Leadership 8-10
Responsible To:	DHT Safeguarding, Behaviour and Attitudes
Responsible For:	Team of Tutors
Teaching Commitment:	30Teaching Periods per 2-week cycle

STANDARDS 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 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.
- Producing the Pastoral Improvement Plan to address identified priorities.
- Promoting and recognising student achievement.
- Ensuring student's 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 in 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, uniform).
- Liaising with specialised support staff and outside agencies as required.
- Ensuring successful transition for all students within a specified year group and on entry into the school.
- Ensuring that parents are kept fully informed of students' progress and maintain good working relationships with parents as far as possible.
- 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
- 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.
- Taking responsibility for a duty team to ensure the school is being monitored at key times throughout the day.
- Maintaining a highly-visible presence around the school

STANDARDS 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 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. This may range from periodically supervising the Inclusion Room to supporting whole-school behaviour management.
- Carry out regular learning walks to assist with the monitoring and support of the designated year group.
- Attend school Executive team meetings when required.
- 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 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. The school's Child Protection and Safeguarding policies can be found on the school website: www.moulshamhigh.org

This post is subject to a DBS check and is not suitable for anyone who has been barred in any way from being a teacher.

(May 2022)

**PERSON SPECIFICATION -STANDARDS PROGRESS LEADER**

	Essential	Desirable
Qualifications		
Good honours degree and teaching qualification.	√	
Excellent teaching record.	√	
Evidence of continued professional development relevant to the role.		√
Experience		
Experience of academic mentoring.		√
Experience of dealing with pastoral issues and working with external agencies.	√	
Experience of working with parents closely in relation to student issues.	√	
Skills and Attributes		
Excellent student leadership skills.	√	
Potential to develop excellent staff leadership skills.		√
Highly effective communication skills – listening, speaking and writing.	√	
Highly effective time and task management skills.	√	
The ability to remain calm under pressure.	√	
Commitment to enable all students to achieve their potential.	√	
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.	√	
Flexibility in working practices to ensure an ability to respond to crisis management.	√	
Ensure that whole school policies are implemented consistently, including those relating to safeguarding, child protection and student behaviour.	√	
Personal		

Ability to prioritise and meet deadlines	√	
Commitment to continued personal development	√	
General		
Good attendance and punctuality record	√	
Professional dress	√	

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