



Progress Leader (Head of Year)

JOB DESCRIPTION

JOB PURPOSE:

1. To oversee the progress, achievement, welfare, attendance and development of a year group.
2. To coordinate and oversee the intervention strategies to maximise pupil progress of all groups within a year group.
3. To support, hold accountable and develop a team of tutors focussing on high standards of social, personal and academic progress of pupils.

ACCOUNTABLE TO:

- Assistant Headteacher

OBJECTIVES:

To provide a service for students to reduce barriers to learning by:

- Supporting students in their academic and personal development by *Valuing* their care, being *Determined* for their success & being *Passionate* about their life chances.
- Supporting the school's ethos, nurturing passion, determination, inspiration and creativity to support all students as they progress to the next stage of their learning and their future.
- Modelling and nurturing empathy, compassion and cooperation so that all students value and respect differences and diversity in an inclusive school and society
- Using both internal and external information about students to ensure appropriate interventions are successfully implemented; engaging with external agencies where appropriate.

Leadership Behaviours

- Visible and proactive in supporting all team members with addressing behaviour issues, ignoring no opportunities to enforce the school's behaviour expectations.
- Ensure that our expectations are clearly communicated to the whole community with messages regularly reinforced e.g. through briefings, assemblies, newsletters, tutor time.
- Support team members through a centralised system of detentions with minimal administrative demands, to ensure that they can focus on building positive relationships.
- Provide staff with opportunities for continual professional development to hone their skills throughout the year.
- Regularly survey key stakeholders including staff about the school's culture for behaviour in order to make appropriate adjustments to expectations and ensure that we are ambitious for all our students.

To Lead the tutor team to

- Maintain consistently high behaviour standards in line with the school's policy.
- Be proactive in seeking support in addressing behaviour issues either with individuals or groups.
- Record behaviours, both positive and negative, in line with the policy to allow leaders an overview of patterns within the school and facilitate the administration of centralised recognition & consequences.
- Proactively support students in making repairs after high-level incidents including removal from the classroom in order to promote positive relationships and a better understanding of learning behaviours.
- Model the language of behaviour (Ready, Respectful and Safe) and expectations in all settings through being warm / strict and using positive framing.



MAJOR AREAS OF RESPONSIBILITY:

1. To extend the leadership of the school.
2. To academically monitor and evaluate student progress, to identify and lead strategies to combat underachievement to make a measurable contribution to whole school targets.
3. To create a Year Team improvement plan which contributes positively to the achievement of the school development plan, and which actively involves all tutors in its design and execution.
4. To engage all tutors in the creation, consistent implementation and improvement of tutor work which encapsulate key school learning strategies.
5. To assist SLT in the annual review of the standards of leadership, pastoral care and academic monitoring consistent with the procedures in the school self-evaluation policy.
6. Promote the ethos of the school through leading high-quality assemblies.
7. To design and monitor a structured tutor programme relevant to the needs of the Year Group.
8. To ensure all tutors understand, and are actively implementing, the key aspects of the school's behaviour, child protection and inclusion policies.
9. To build partnerships and meet with parents/carers and external agencies to support pupil academic progress and social development.
10. To act as a role model in leading tutors in their own high quality pastoral care and academic monitoring of pupils, continuous professional development and professional presence in the Year Team.
11. The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.
12. To contribute to the development of whole school strategic planning and policies.
13. To carry out tasks as reasonably required by the Headteacher.

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.

Signed: Date: