



THE CONSORTIUM  
ACADEMY TRUST

Shaping Positive Futures

## Deputy Progress Lead

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

### How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

### About the role...

#### Main purpose of the role:

To be a dynamic leader who is passionate and determined in our drive to improve the life chances for our students and improve their outcomes. As a leader, you will have boundless energy alongside a solution focused approach to the role. As an astute member of staff, you will inspire colleagues and have the skills to analyse data and translate findings into unique solutions that can be adapted for our students. You will have a positive outlook to school life and be relentless in your desire to improve the experience of students, an approach that will compliment our values of Aspiration, Courtesy and Excellence. You will have experience in the pastoral field and understand the importance of good attendance in schools. An empathetic attitude will be important in the role.

#### Key accountabilities:

- To support the development of in-house specialist provision in order to meet the needs of our students within the school.
- To effectively liaise with school staff, parents/carers, and other outside agencies in developing support for students, ensuring confidentiality at all times.
- To support the Progress Lead in overseeing the behaviour and welfare of all students in the school.
- To deputise for the Progress Lead in their absence.
- To lead assemblies for Year groups.
- To plan and run training for Heads of Year as directed by the Progress lead and Senior Leaders.
- To oversee the Heads of Year on a daily basis and feedback to the Progress Lead.
- To organise, run or contribute to meetings and other events, and as appropriate take notes or minutes, distribute papers, brief other staff, keep records and ensure appropriate follow up or deputise for the Progress Lead at such meetings as required.
- To make phone calls and follow up behaviour and pastoral concerns daily.
- As part of a team, to support ongoing work in careers and Duke of Edinburgh programmes
- To manage, run and co-ordinate re-integration meetings and other follow up according to the school policy when students have been suspended.
- To be responsible for students on report, monitor and evaluate their impact and ensure the school's processes and procedures are being followed.
- To be responsible for the detention process, including monitoring and evaluating the impact of the policy.
- To support Heads of Year in organising and evaluating fixed-term suspensions as directed by the Headteacher.

- To be a member of the “Emergency Call” (E-Call) during the school day.
- To ensure that all behavioural issues are dealt with according to the school systems, liaising with and supporting teachers and senior leaders.
- To ensure that students are supported through any period of transition.
- To take the lead role in representing the school, including in external meetings and with families and when necessary, deputise for the Progress Leader.
- Responsible for Parallel curriculum (suspensions/Reflections/the Bridge), liaising with curriculum leaders, parents and external agencies. Responsible for the collection, completion and return of schoolwork for students who have been suspended from school and other absences.
- Coordinate and prepare permanent exclusion packs, liaise with Behaviour lead (SLT) Governors, local authorities and parent/carers. Clerk the meetings following the Exclusion legislation.
- Responsible for Rewards throughout the school in liaison with parents, Governors and SLT.
- To co-ordinate, organise and attend year group events including assemblies and progress evenings.
- To Support tutors, especially during ACE period, in the care of their tutees.
- To process and post all other documentation, making summaries and digests as required and ensuring the Leadership Team is briefed on internal and external matters.
- To complete CPoms entries when required and liaise the DSL when it is required.
- To analyse data, particularly in relation to behaviour, and present to the Progress Leader and the Senior Leadership Team alongside strategies to address issues that have been raised.
- To deal with members of the public and external agencies on behalf of the school and to maintain effective public relations for the school when required.
- Responsible for ensuring that all documents and records relating to statutory duties and compliance are effectively organised and retained.
- Plan coordinate school trips/visits and deputise for EVC (Educational visits coordinator).

The job description is not intended to be a complete list of duties and responsibilities but indicates the major requirements of the post. The post-holder will undertake any duties at the request of the Headteacher appropriate to the post-holders remit.

#### **As a member of staff of The Trust**

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

#### **About you...**

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

### **Qualifications and Training**

#### **Essential**

- 5 A\*-C grade or equivalent in GCSE including English and Maths
- Two years education/youth service (or equivalent) experience including supporting young people

#### **Desirable**

- Counselling qualification.
- Support/Learning SEN certificate.
- A degree in an area relevant to the role.

### **Experience, Knowledge and Skills**

#### **Essential**

- Awareness of relevant guidance relating to safeguarding
- Awareness of a range of strategies to promote good behaviour
- Awareness of confidentiality issues linked to home/ student/ teacher/ school work.
- Knowledge of developments in education and the national curriculum.
- Knowledge and experience of a wide range of strategies/techniques to support students.
- Ability to maintain comprehensive and accurate records.
- ICT experience and evidence of training
- Experience of promoting the learning and welfare of children and young people

#### **Desirable**

- Experience of working with students in a school environment.
- Experience of supporting students with special educational needs.
- Knowledge of facilities and resources available to young people in the East Yorkshire area.
- Knowledge and experience of the structure and operation of a secondary school.

### **Values and Personal Competencies**

#### **Essential**

- Suitable to work with children
- Effective team player
- High expectations of self and professional standards
- Hardworking and committed
- Willing to undertake relevant training
- Capable of handling demanding workload and successfully prioritising work

#### **Desirable**

- Committed to the values and vision of the Trust.
- Team focused with the ability to work independently and take initiative.
- Committed to equality, diversity and inclusion.
- Strong morals, ethics and sound judgement.
- A role model of the Trust's Values.