



# Wade Deacon Trust

CEO: Mr G Kelly

Innovation Enterprise Centre, Birchfield Road,  
Widnes, WA8 7TD

[www.wadedeacontrust.com](http://www.wadedeacontrust.com)

Company No: 08278808



## Progress Leader HILLSIDE HIGH SCHOOL

Breeze Hill, Bootle L20 9NU Telephone: 0151 525 2630

Principal: Mrs A Ryan

**Salary: Scale 6-, NJC SCP 26-28 (actual pro-rata salary £19,519 - £20,826)**

**To start: 29th October 2018 or As soon as possible thereafter**

**Permanent - Term Time Only**

We seek to appoint a highly motivated Progress Leader with experience of working with young people to join our dedicated Pastoral Team. The role will involve the successful applicant leading and inspiring their year group and a team of tutors with accountability for the academic, social, personal progress and attendance of all pupils in the year group and promoting 'A Commitment to Excellence'. The successful candidate will work collaboratively in contributing to an effective learning environment and maximising learning opportunities for each individual pupil.

Hillside High School has a clear vision that our pupils should achieve their best. With an unwavering child-centred ethos, we put our pupils at the heart of every decision we make. In 2015 Hillside joined the Wade Deacon Trust, led by Wade Deacon High School.

We can offer the successful candidate an opportunity to work with highly trained and supportive staff, as well as a whole school commitment to professional development as we believe that development of staff is a key aspect in raising standards for our pupils. As a member of the Wade Deacon Trust, we can offer the successful candidate numerous exciting opportunities to further develop their career.

The successful candidate will have to meet the requirements of our Personnel Recruitment specification and be subject to an enhanced DBS (CRB) check.

Applications to Miss Vicky Convey by Monday 5<sup>th</sup> November 2018 – 9.00am

[recruitment@hillsidehigh.co.uk](mailto:recruitment@hillsidehigh.co.uk)



Dear Applicant,

Thank you for your interest in this post at Hillside High School. We are extremely proud of our learning community and how pupils and staff work together in order to achieve the highest possible educational outcomes.

This application pack is designed to help you decide whether or not you feel this school is one in which you would like to further your career by helping our pupils to achieve their very best.

To apply for this post;

1. Review the detail contained in this information pack.
2. Complete the Application Form, ensuring that all boxes are filled in.
3. Outline, in no more than two sides of A4 (Calibri font size 11), why you are interested in this post and how you have prepared yourself so far, what contributions you feel you can make to pupils' development within our school, and any particular areas of strength and expertise you feel you may have.
4. Complete the Supplementary Information Form.

Please note that we do not accept or require your CV.

Applications will be assessed on evidence of professional competence, communication skills, leadership qualities and personal attributes.

We look forward to receiving your application.

Yours faithfully,

Mrs A Ryan  
Principal



## General Information

### Job Description

**Job Title:** Progress Leader

JD Code: JDE01

**Reports to:** Assistant Vice Principal, Pastoral

### **Line Management:**

This is a Middle Leadership position. The post holder will be directly accountable to the Assistant Vice Principal responsible, Pastoral for all initiatives related to this post.

### **Job Purpose:**

To ensure excellent progress and attainment of pupils; high quality leadership, high standards of pupils' behaviour and respect; high standards of attendance across the year group. To supervise whole classes during the short-term absence of the teacher. The main focus to respond to questions, assist pupils with set activities and maintain order.

### **Job Accountabilities:**

Act as a role model for all pupils in the year group, setting high expectations using pupil progress and attainment data available in school systems such as SIMS to monitor and evaluate the progress and attainment of all pupil groups i.e. pupils in receipt of disadvantaged funds; ethnic minorities; SEN; girls; boys; high attainers use agreed intervention strategies to help those pupils in need of additional support.

Identify appropriate priorities and targets within the year group, take the necessary action to meet these and review progress towards them.

Ensure all members of the year team, teaching and support staff, work towards these common priorities and targets, sharing a common vision and setting high standards.

Promote inclusion and acceptance of all pupils, encourage pupils to interact and work cooperatively with others and engage in a wide range of activities.

Provide clear, inspirational leadership and line-management to the tutors assigned to the year group

Monitor effective use of tutor period each morning follow the whole school behaviour for learning policy to enable all pupils and staff to work productively, ensure that the staff and pupils in the year group follow all school policies effectively.



Monitor attendance and punctuality and liaise with attendance officer, co-ordinate information that is required for multi-agency meetings, provide opportunities for pupils to work in a variety of learning styles, follow all agreed recording and reporting arrangements to parents according to school policies, calendar dates and deadlines.

Maintain regular contact with families/carers of all pupils but especially pupils in need of extra support, keeping them informed of the child's needs and progress and to secure positive family support and involvement undertake home visits as required to support positive home school relationships.

Transport pupils to and from school as required to support engagement and maintain high standards and attendance, particularly at examinations. The Progress Leader will be expected to maintain appropriate business insurance for their vehicle used for such home visits.

Maintain an orderly, graffiti and litter free school and providing a safe, secure learning environment which inspires pupils to want to learn take an active and positive role in all pastoral, SMSC, Citizenship & Enterprise and extra-curricular activities, including the leadership of and accountability for the personal and economic well-being, care, guidance and support of a specific group of pupils.

Lead regular assemblies with the year group in accordance with school policy support the spiritual, moral, social and cultural curriculum. Develop a year identity and build a strong ethos of respect, know all the pupils in the year group as well as possible and develop positive relationships with pupils, parents and carers complete all monitoring paperwork in line with school policies.

Provide classroom management to classes in absence of a teaching member of staff, creating an orderly and purposeful environment in which pupils can complete work set by the classroom teacher, support small groups to access learning any other duty deemed by the Principal to be appropriate to this post.

*This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities.*

## **General:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.



## Person Specification

Selection Criteria	Essential	Desirable
<b>Qualifications</b>		
English and mathematics GCSE (or equivalent) at Grade C or above	•	
Evidence of Continuous Professional Development		•
<b>Experience</b>		
Previous experience of working within a school environment	•	
Previous experience of providing pastoral support within an education setting	•	
Experienced in the use of Microsoft packages including Word, Excel, Power point, Email and other relevant software		•
<b>Knowledge and Skills</b>		
Ability to establish successful relationships at all levels	•	
Ability to deal with pupils, parents and staff in a calm and well thought-out manner	•	
Ability to work flexibly whilst under pressure with dealing with competing priorities	•	
Ability to address sensitive matters with a caring approach and appropriate confidentiality	•	
Understanding and awareness of current educational developments	•	
Ability to monitor pupil progress, attainment and attendance	•	
Ability to bring about change to pupils attitudes to learning	•	
Ability to ensure pupils are able to effectively manage time and understand the effective ways to learn and revise	•	
Driving licence and access to a vehicle satisfying the appropriate insurance requirements	•	
<b>Personal and Professional Qualities</b>		
Excellent interpersonal skills	•	
A high degree of organisational ability	•	
High levels of motivation and commitment	•	
To have concern for individual needs and possess a real empathy with pupils	•	
Ability to think analytically and flexibly		•
Ability to communicate effectively and appropriately	•	
Ability to liaise with parents/carers and external agencies	•	
Enhanced DBS Certificate	•	
<b>Commitment</b>		
To inclusion and acceptance of all pupils	•	
To ensuring pupils have the necessary learning, revision and time management skills in order to succeed	•	



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To equal opportunities	•	
To the role of parents as educators	•	
To participate in the full life of the school	•	

## Once in post, the post holder will:

- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;

## Context

### The Wade Deacon Trust

Hillside High School is a secondary school in a growing multi-academy trust; The Wade Deacon Trust. Senior Leaders from the trust work to support and develop partner academies.

<https://wadedeacontrust.com/>