



Job Description

Job Title: Assistant Progress Leader (Support)

JD Code: JDE16

Reports to: Progress Leader

HR Ref: 047

Typical Contract Basis: Full Time (37 hours per week), Term Time Only

Line Management:

The post holder will be accountable to the linked Progress Leaders for all initiatives related to this post.

Job Purpose/Summary:

Under the direction of the Progress Leader, to ensure that each student makes good progress towards their individual academic targets and to maintain a high standard of student behaviour in line with the ethos of the school, while always bearing in mind the social and emotional needs of each student.

Key Tasks and Accountabilities:

- Act as a role model for all students setting high expectations.
- Promote inclusion and acceptance of all students.
- Encourage students to interact and work cooperatively with other and engage in a wide range of activities.
- Provide feedback to students in relation to progress and achievement.
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure (including Vivo Miles)
- Promote a high standard of uniform.
- Deal with issues affecting students on a daily basis e.g. behaviour, welfare issues and signpost to the relevant support
- Assist in the planning and delivering of assemblies to the year group
- Assist in the organisation of and attend all relevant meetings, e.g. Parents Evenings, Year team briefings, Pastoral Profile meetings
- Liaise with relevant external agencies and ensure that the school is represented at all relevant meetings and reviews.
- 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.



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- Ensure records are kept up to date, to ensure the effective work of the year group.
- Have a thorough awareness of attendance and punctuality within the year group, working closely with the relevant Progress Leader and Attendance Officer and meeting at regular intervals with the school's EWO.
- Working with the Progress Leader, monitor the academic progress of all students in the year group, at least termly in response to the target setting data available and monitoring the progress of students not achieving their target levels at more regular intervals.
- Maintain regular contact with families/carers of all students but especially of children in need of extra support, keeping them informed of the child's needs and progress and to secure positive family support and involvement, including the use of Home School Agreements
- Work within a clear framework for student discipline, anticipate and manage student behaviour constructively, promoting self-control and independence, in line with established school policy.
- Comply with all school policies and in particular the procedures relating to child protection, health, safety and security, confidentiality and data protection.
- Be aware of and support differences to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Contribute to the sharing of relevant information between local agencies and schools.
- Attend and participate in network meetings sharing best practice to support others.
- Undertake personal development through training and other learning activities, including performance management as required.

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS disclosure and satisfactory medical clearance.

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.



PERSON SPECIFICATION – ASSISTANT PROGRESS LEADER (Support)

| CRITERIA | ESSENTIAL |
|----------------------------------|---|
| A. Education and training | <ul style="list-style-type: none"> • Level 2 qualification or equivalent in Maths/Numeracy and English/literacy. • Evidence of Continuous Professional Development. |
| B. Skills and abilities | <ul style="list-style-type: none"> • To have relevant experience and knowledge of working with children and young people in an educational setting. • To have an understanding of inclusion, especially within a school setting. • The ability to relate well to children and adults. |
| C. Professional values | <ul style="list-style-type: none"> • Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners. • Demonstrates high expectations for all students. |
| D. Personal qualities | <ul style="list-style-type: none"> • The ability to relate to and motivate staff, parents and students. • The ability to listen to and understand others; • To have constant and consistent expectations of high standards. |
| E. Approach to work | <p>Evidence of:</p> <ul style="list-style-type: none"> • high motivation and professional commitment; • a commitment to student-centred education; • a commitment to involving parents as partners in the education process; • a commitment to and understanding of equality of opportunity |

Once in post, the post holder will:

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

In addition, the post holder should have the ability to:

- vocalise the school's vision and aspiration to be a world class school
- be flexible to adapt to change
- have excellent attendance
- be a role model and act as an ambassador for the Trust and school, in and outside of the school by speaking positively about the school in the community; upholding a 'Commitment to Excellence' at all times; by dressing appropriately and smartly in a suit or smart skirt / dress / trousers and jacket.