

Job Description

Job Title	Progress & Achievement Leader
Salary	£26000 FTE
Type of contract	195 days
Weekly hours	37 Hours
Location	Epworth, Doncaster

Overall Purpose

To manage and support the wellbeing, safeguarding and attendance of students, to ensure that every child achieves their potential and that barriers to this are removed or minimised.

The Progress and Achievement Leader will need to be able to influence work in many areas of the Academy. The Progress and Achievement Leader will be required to liaise on an informal and a formal basis with a wide range of individuals and agencies, including: the SLT, Subject Leaders and Class Teachers, the SENDCo, the admin team, parents, the family support officer and social workers.

Job Description:

- managing the welfare and behaviour of students across the academy
- to act as Deputy Safeguarding Lead (training will be given)
- working collaboratively with staff and students during to ensure students attitude to others and attitude to learning is positive
- championing those vulnerable to underachievement, thereby closing the gap in students' outcomes and reducing any in school variation where it exists
- proactively guiding those who are in need of support using available data, support structures and intervention

Main responsibilities

1. Student Welfare and Behaviour
2. Deputy Safeguarding Lead
3. Student Engagement, Support and Achievement
4. Communication, Reporting and Liaison
5. Promote and champion the South Axholme Mindset

1. Student Welfare

- Assume responsibility for the welfare and behaviour of students; follow up incidents; maintain detailed records and student files; have meetings with parents during or after school as required, sometimes with other senior staff members; arrange sanctions where appropriate; communicate with parents.
- Promote and be a champion the South Axholme Mindset
- Work alongside the Attendance and Welfare officer to ensure student attendance is high and vulnerable students and families are supported.
- Take appropriate actions when dealing with safeguarding issues or concerns
- Assist with admissions by deciding on the tutor group for new students and ensuring that new students are allocated a 'buddy' to assist with their settling in.
- Manage any minor tutor group changes throughout the Academic Year and ensure that there is an induction programme in place for students entering the Year Group mid-year.
- Have a responsibility regarding the development, implementation and monitoring of systems relating to students with challenging behaviour.
- Promote, encourage and maintain high standards of attendance, health and safety and dress.

2. Student Engagement, Support and Achievement

- Identify and take appropriate action on issues arising from data, systems and reports (behaviour, academic, punctuality); setting deadlines where necessary and reviewing progress on the action taken
- Monitor the impact of any and all interventions/support put in place for identified student and groups of students
- To ensure the Behaviour Management system is implemented so that effective learning can take place
- Mentor and support students through transition periods (KS2 to KS3, KS3 through the Options process and KS4 to KS5) as appropriate
- Actively encourage students to engage with the full curriculum offer, including attending clubs, trips and visits, in particular those in receipt of Pupil Premium funding

3. Communication, Reporting and Liaison

- Ensure effective communication (with appropriate record keeping) and foster and maintain positive relationships with all stakeholders and external agencies to support best outcomes for students
- Work with the SLT and SENDCo to arrange appropriate meetings, delivery of interventions and referrals to outside agencies.
- Ensure effective communication among teachers, contribute to the development and implementation of the assembly programmes.
- Ensure the maintenance of accurate and up-to-date information concerning students on the management information system
- Produce reports as required to support SLT and the Principal and the Governing Body/Trust Board

All Academy Staff Should:

- Work with all students ensuring equality of opportunity for all
- Take responsibility for Safety and Welfare of all students, raising any concerns following the Academy protocols and procedures
- Work proactively and effectively in partnership with all stakeholders.
- Carry out a share of statutory supervisory duties
- Treat students with dignity and build relationships rooted in mutual respect and at all times observing proper boundaries appropriate to the professional position
- Participate in CPD relevant to the role
- Accompany teaching staff and students on visits, trips and out of school activities as required
- Participate and be actively involved in Parents' Evening
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English and numeracy
- Participate in arrangements for examinations and assessments
- Take an active role in promoting good behaviour in and around the Academy
- Ensure that students adhere to the uniform code and apply sanctions when this code is breached
- Develop an academy learner mind-set – the attitudes, skills and learning habits needed to become an inspired, confident and independent learner
- Be a positive role model and demonstrate consistently and effectively the positive attitudes, values and behaviour which are expected of students
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Regularly review the impact of their work and its impact on students' progress, attainment and well-being, refining approaches where necessary and responding to advice and feedback from colleagues
- Proactively participate with arrangements made in accordance with the Appraisal Policy
- Have professional regard for the practice, ethos and policies of the Academy and maintain high standards in your own attendance and punctuality
- Operate at all times within the stated policies and practices of the Academy
- Contribute positively and effectively to the whole Academy ethos
- Cooperate with other staff members to ensure a sharing and effective use of resources to the benefit of the Academy, individual departments and students
- Attend and participate in appropriate calendared meetings
- Take responsibility for own professional development and duties in relation to Academy policies and practices
- Liaise effectively with staff, students, parents and governors
- Ensure compliance with Health and Safety at Work Act 1974 and all other policies related to health and safety, and to ensure compliance with the Data Protection Act 1988.
- Ensure compliance with data protection laws and safeguarding procedures
- Carry out any other duties as directed by the Principal as may from time to time be agreed in accordance with the nature of the job described above

This is not an exhaustive list of tasks and job descriptions will be continually reviewed and changed according to the needs of the Academy and Trust.

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Please note that South Axholme Academy is committed to the safeguarding and welfare of their students. The successful candidate must be able to satisfy an enhanced DBS check prior to employment within the Academy together with receipt, by the Academy, of two satisfactory references plus medical clearance.

Person Specification for the Role of Progress & Achievement Leader

Application (A), Interview (I) Task (T), Reference (R)

Qualifications	Essential	Desirable
Good literacy & numeracy skills (Level 3)	A	
Further academic qualifications relevant to post		A
First Aid Qualification		A
Experience	Essential	Desirable
Experience of working in an educational setting or similar environment		A
Experience of working with young people aged 11 to 18		A
General understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection		I
Knowledge of School Management Information Systems		A
Experience of Microsoft software packages (Word, Excel, Publisher)		AI

Confident use of ICT	AI	
Basic understanding of child development and learning	AI	
Practical Skills	Essential	Desirable
Ability to manage the behaviour of students to promote a calm working environment	AI	
Ability to monitor impact of interventions and support	AI	
Ability to motivate students and ensure the needs of the student are met	I	
Ability to work collaboratively and effectively within a team	AIR	
Ability to work independently and to show initiative	AIR	

Ability to work under pressure, prioritise and meet deadlines	A I R	
Friendly, approachable and non-confrontational manner combined with the ability to be firm	I	
Ability to build and maintain successful relationships with students; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners	I	
The capacity to inspire and motivate others – both adults and students		I
Personal Qualities and Essential Attributes	Essential	Desirable
A desire to work with young people and to support their education and achievements	A I	
Ability to ensure communication and record keeping is effective	A I	
A professional approach in both manner and physical appearance	I	
Able to demonstrate discretion, confidentiality and commitment	I R	
Able to liaise sensitively with parents/carers recognising their role in the student's learning & Behaviour	I R	
Enthusiasm, determination and insistence on high standards	I	
Flexible and good-humoured approach	I	
A proven track record of excellent attendance and punctuality	R	
An understanding of students welfare, behaviour and achievement	I	
High expectations of self and others	Essential	Desirable
A flexible and adaptable approach	A I	
An innovator with the desire to continue to learn	A I	
Resilience and the determination to be successful within this role and ambitious for the Academy and its students	I	
Safeguarding Students	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people	I	
Equal Opportunity	Essential	Desirable
The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to	I	



This educational establishment is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts at Isle Education Trust are subject to an Enhanced Disclosure and Barring check