

# Academy @ Worden



JOB DESCRIPTION	
JOB TITLE:	Progress Manager
GRADE:	Grade 7
TERM:	Permanent position
LOCATION:	Academy@Worden
RESPONSIBLE TO:	Assistant Headteacher
STAFF RESPONSIBLE FOR:	None
<b>JOB PURPOSE:</b>	<b>The main objectives to be achieved by the Postholder</b>
<p>The main purpose of the post holder is to have overall responsibility for the management of learning, academic progress and personal development of all pupils within specific years, thus guaranteeing the successful delivery of the targets of “Every Child Matters”. Additionally, the Progress Manager is responsible for developing the school ethos that supports and enhances pupil’s resilience, involvement and sense of belonging. This will ensure all pupils enjoy school life and fulfil their potential.</p>	
<b>MAIN ACTIVITIES</b>	<b>What the Postholder will actually do What prescribed duties the postholder will have</b>
<b>Pupil support (Applicable to both posts)</b>	
<ol style="list-style-type: none"> <li>1. By working with the other pastoral staff and Assistant Headteacher (Pastoral) on issues of behaviour and attendance, promote a whole school approach to developing and implementing policies and procedures to overcome obstacles to learning and improve participation in learning and school life.</li> <li>2. Promote and exemplify the schools safeguarding policy.</li> <li>3. Lead in managing pupil behaviour for the specified year groups.</li> <li>4. Promote the whole school approach to attendance and devise strategies and action plans for pupils whose attendance is inadequate or falling.</li> <li>5. Liaise with teaching staff to assess and provide particular support to targeted pupils to raise achievement and enable them to overcome barriers to learning.</li> <li>6. Identify and assess the needs of those pupils requiring extra support. Develop individual action plans for targeted pupils and work with an allocated group as required.</li> <li>7. Work with parents/carers to help address poor performance/attendance/behaviour. Undertake home visits with other pastoral staff and agencies to keep parents/carers informed and to secure positive family support.</li> <li>8. Monitor the implementation of plans and report on progress achieved. Support the re-integration of pupils excluded from school or following an alternative timetable.</li> </ol>	

<b>MAIN ACTIVITIES</b> <b>What the Postholder will actually do</b> <b>What prescribed duties the postholder will have</b>	
<ol style="list-style-type: none"> <li>9. To monitor and evaluate the progress of pupils, taking appropriate action to ensure improved performance and achievement against agreed targets in the specified year groups.</li> <li>10. To be a presence in and around the school and tutor group rooms at key times in the day and develop a Nurture group (e.g. before and after school, break, lunchtime, tutor time).</li> <li>11. To develop, coordinate and monitor systems of tutor/pastoral mentoring systems.</li> <li>12. To support form tutors in order that they develop an effective role in mentoring, supporting and disciplining pupils in their groups in order to ensure that the targets of "Every Child Matters" are met.</li> <li>13. To carry out investigations with students following incidents within/outside school and then to make suggestions as to the follow up action, in line with the schools Behaviour Policy.</li> <li>14. To remain up to date with current practice in effective behaviour approaches by utilising online networks, contributing to local and national networks and reading widely so that the school's programme for behaviour management benefits from an up to date knowledge of best practice.</li> <li>15. To then roll out these strategies to targeted students by utilising the nurture room as a base for behaviour management.</li> <li>16. To provide information and advice to enable pupils to make choices about their own learning and behaviour.</li> <li>17. To contribute to the development of strategies, activities and alternatives to overcoming barriers to learning.</li> <li>18. To co-ordinate and co-operate with appropriate staff to ensure that behaviour support is obtained from a range of outside agencies, e.g. LA Behaviour Support Teams, Educational Psychologists, KS3 Strategy Team, Police and voluntary agencies so that the school makes best use of specialist advice and assistance in the support of its most vulnerable young people.</li> <li>19. To link with parents and external agencies who work in support of our pupils to ensure coordinated provision and exchange of information.</li> <li>20. To liaise with the LA Pupil Access team and local schools to facilitate Managed Transfers, In Fair Access and Termly Protocol requests.</li> <li>21. To develop and monitor Pastoral Support Plans for individual pupils in conjunction with the relevant staff, outside agencies and with parents.</li> <li>22. To implement and monitor the school's policies and procedures with regard to pupil support, establishing processes to ensure accurate record keeping and information to the Head Teacher and to Governors.</li> <li>23. To maintain effective systems for monitoring and addressing poor attendance and behaviour in order to contribute to meeting school targets.</li> <li>24. To contribute to and encourage participation in assemblies and enrichment opportunities.</li> <li>25. To coordinate and contribute to the daily management, supervision and development of the inclusion/isolation room.</li> <li>26. To contribute to the management and supervision of detentions and on-call duties of pupils.</li> <li>27. To prepare appropriate information as needed for any meetings regarding pupils, attendance and behaviour panels, exclusion or other meetings as necessary. E.g. producing and collating reports, statements, records etc...</li> <li>28. Develop and implement Student Assistance Programmes (self-help groups) within school across all year groups. Identifying specific areas to be covered within school e.g. self harm, self esteem, anger management and food issues.</li> <li>29. To support the development of the House System and its use in school.</li> <li>30. To organise and run the half termly rewards trips.</li> </ol>	

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<b>School</b>		
<p>31. Attend appropriate INSET and Twilight training sessions as directed as well as any evening events such as Parents Evenings, Open Evenings etc.</p> <p>32. To undertake any other reasonable duties, as determined by the Headteacher.</p> <p>33. To work as part of the pastoral team to develop and foster a real sense and ethos of team work within this area of school. E.g. Help and support the other Pastoral Manager and the Behaviour &amp; Attendance Coordinator when required.</p> <p>34. To attend all relevant meetings as directed.</p> <p>35. As a member of the Operational Leadership Team contribute to the development of policies relating to pastoral issues and advise other colleagues accordingly.</p>		
<b>Note:</b> This post has undergone assessment under the equal pay review		
<b>Agreed by:</b> Headteacher: Progress Manager:		