

Job Description

Job-title:	Assistant Progress Leader
Grading/Salary:	Grade 4, Scale Points 9-14
Hours:	37 hours per week; 39 weeks per year
Accountable to:	Principal through Assistant Headteacher (SENCO)

Stowupland High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

PROFESSIONAL DUTIES

All staff employed at Stowupland are required to support the culture and ethos of the school as directed by the Principal.

All staff, including the Teaching Assistant are expected to accept, abide by, and promote the professional expectations and procedures as outlined in the Staff Handbook, and are expected to adhere to, and actively support, all school policies.

CORE PURPOSE

- To work under the direction/instruction of a Progress Leader/Deputy Headteacher (Behaviour and Attendance) to support students' progress, attendance and behaviour with the aim of improving learning and ensuring they receive high quality pastoral care.
- To provide efficient and effective administrative support to the Progress Leader
- To work as part of a team supporting the duties and responsibilities of the other Assistant Progress Leaders
- To enhance the expertise and widen the support provided by the Pastoral Team

To promote the welfare and inclusion of students and an ethos of order and purpose that supports high quality learning throughout the school.

All duties will be carried out within recognised procedures or guidelines. The post holder will need to have knowledge of a range of organisational policies and procedures. May include ad hoc duties, which require some initiative. Will make day-to-day decisions about own workload, within a clear framework. There will be some need to interpret information or situations to solve problems. There may be some need to use analytical, judgemental, creative and developmental skills. Line Manager is available for direction and guidance

Note: This job description outlines the main accountabilities relating to the post but may not describe in detail all the tasks required to carry them out. It will be reviewed annually and may be amended, after consultation, to reflect the changing needs of the school.

PRINCIPAL RESPONSIBILITIES AND TASKS

- To liaise with the Attendance Officer regarding student absence and punctuality, contacting home and carrying out home visits as required.
- To place students on and monitor their attendance reports and help prepare reports on attendance relating to individual students;
- To support the Progress Leader with actions related to Fixed Term Exclusions: to co-ordinate investigations; to telephone parents; to send work home; to plan and manage the effective re-integration for students returning from exclusion;
- To complete safeguarding training and work with the Safeguarding team to determine which reported safeguarding concerns can be dealt with in the Progress Team;
- To place students on behaviour report and monitor students' progress towards their individual targets;
- To assist with investigations and incidents related to behaviour and bullying; and to interview students accordingly
- To liaise with named outside agencies that work with students on pastoral issues in collaboration with the Progress Leader
- To work with the Inclusion Team to provide appropriate support for selected students, developing specialism to enhance the work of the Pastoral team
- To undertake break time and lunchtime duties as required
- To liaise with parents regarding students' behaviour and attendance
- To attend meetings in relation to student matters as required
- To evaluate outcomes of pastoral work with targeted students in liaison with other school staff, e.g. Progress Leader
- To support the effective transition of new students into the school, including 'in year' admissions
- To maintain individual student records as necessary and ensure that they are kept up to date.
- To provide administrative support, as required.

Management of Students:

- To oversee all aspects of routine pastoral monitoring including punctuality and uniform;
- To promote high standards of behaviour and courtesy and to deal with issues of misconduct as and when they are referred from Form Tutors and teachers;
- To liaise with parents over routine pastoral matters and to make referrals, when necessary, to appropriate services within the school;
- To liaise closely with Progress Leaders on social, emotional and behavioural problems that give cause for serious concern;
- To be aware of and comply with all Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection;
- To provide support and intervention both internally and from outside agencies to specific students under the direction of the Progress Leader and/or Deputy Headteacher and to keep up to date records;
- To assist with the organisation of Parents' Evenings, Awards Evenings and other Celebration events during the academic year for their year group;
- To undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Principal

ADDITIONAL DUTIES

- Read and follow the relevant school policies.
- Undertake training required
- Ensure all duties and responsibilities are undertaken in line with the school's and safety policy.
- Contribute to the safety of children and young people and protect them from harm

Other tasks or projects that may from time to time be notified by Senior Leadership commensurate with the level and grade of this post.

This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature/level undertaken within the school are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes; appropriate training may be given to enable the post-holder to undertake this new/varied work.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Good general education including GCSE grade 4/C in English and Mathematics or equivalent</p> <p>First aid training (or willingness to complete it)</p> <p>Efficient typing and admin skills</p>	
EXPERIENCE	<p>Carrying out administrative tasks</p> <p>Experience of working and collaborating within a team</p>	<p>Experience of working in pastoral care in a school setting or working with children and young people.</p>
SKILLS AND KNOWLEDGE	<p>Good oral and written communication skills</p> <p>Ability to respond quickly and effectively to issues that arise</p> <p>The ability to plan, organise and prioritise to meet deadlines</p> <p>Ability to use own initiative and take action accordingly</p> <p>Excellent attention to detail</p> <p>Ability to use IT packages including word processing spreadsheets</p> <p>Ability to build effective working relationships with colleagues</p> <p>Understanding of data protection and confidentiality</p> <p>Understanding of safeguarding</p>	
PERSONAL QUALITIES	<p>Commitment to promoting the ethos and value of the school and getting best outcomes for pupils</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Dealing with difficult situations effectively</p> <p>Good customer service skills</p>	