

Job Description



Stowupland High School

Church Road
Stowupland
Stowmarket
Suffolk
IP14 4BQ

Tel: 01449 674827

Headteacher:
Mr P Whear

Chair of Governors:
Mrs K Hudson

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

Job-title:	Assistant Progress Leader
Grading/Salary:	Grade 4, Scale Points 9-14 (£20,903 - £23,080 pro rata)
Hours:	37 hours per week; 39 weeks per year
Accountable to:	Headteacher through Progress Leader

PROFESSIONAL DUTIES

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

All staff, including the Assistant Progress Leader and Senior Assistant Progress Leader 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/Assistant Headteacher (Progress) 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 liaise with teachers, other support staff and parents/carers;
- To promote the welfare and inclusion of students and an ethos of order and purpose that supports high quality learning throughout the school.

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.

Updated: February 2021



Founding Partner of the
John Milton Academy Trust

Company no: 10298832

Email: enquiries@stowuplandhighschool.co.uk

Web: www.stowuplandhighschool.co.uk

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PRINCIPAL RESPONSIBILITIES AND TASKS

Main Duties and Responsibilities

- To liaise with the Attendance Officer regarding student absence and punctuality, updating daily attendance on Arbor in a timely manner;
- To place students on and monitor their attendance reports and help prepare reports on attendance relating to individual students;
- To support the supervision of students removed from lessons, including in the IER, as required;
- To support the school withdrawal and detention policy, including the supervision of students during lesson time, social time and after school;
- To liaise with staff in ensuring students receive appropriate work;
- 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 DSL safeguarding training;
- Under the guidance of the DSL, to determine which reported safeguarding concerns can be dealt with in the Progress Team;
- To monitor and keep a detailed record of behaviour incidents, including 'yellow forms' and follow up actions and their effectiveness;
- 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;
- To undertake breaktime and lunchtime duties as required;
- To liaise with parents regarding students' behaviour and attendance;
- To have Level 3 first aid training and carry out first aid as required;
- To attend meetings, including Family Network 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;
- To oversee 'in year' admissions for new students. This will include liaising with the member of staff responsible for admissions, meeting potential students and parents and, in conjunction with key staff, organising timetables and setting;
- 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 the Progress Leader on social, emotional and behavioural problems that give cause for serious concern;



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- To support the supervision of students removed from lessons and to liaise with staff in ensuring students receive appropriate work;
- To plan and implement group work on behaviour topics with targeted students;
- 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 or Assistant Headteacher (Progress) 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 Headteacher.

General

- Take part in the school's performance management system.
- Attend meetings on a regular basis.
- Attend occasional open evenings and other school events as required.
- Flexibility with the working hours. The post will require some early starts and some late finishes.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level / nature which is considered appropriate to the level of this post.

ADDITIONAL DUTIES

All duties will be carried out within the schools recognised procedures or guidelines, and may include ad hoc duties, which require some initiative. You will make day-to-day decisions about your own workload, within a clear framework. There will be some need to interpret information or situations and to solve straightforward problems. There may be some need to use analytical, judgemental, creative and development skills. You may oversee the work of others. Problems will be referred to your line manager, who will be available for direction and guidance.



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PERSON SPECIFICATION

		Essential	Desirable
Experience	Experience of working in a support capacity in a school with students of relevant age or in an appropriate learning environment	✓	
Qualifications and Training	NVQ 2 or equivalent qualification or experience in relevant discipline	✓	
	Strong numeracy and literacy skills	✓	
	Good general level of education	✓	
	Specific training in specialist area	✓	
	Level 3 first aid qualification (or a willingness to undertake)		✓
Knowledge and Skills	Ability to apply behaviour management policies and strategies so that they contribute to a purposeful pastoral environment	✓	
	Ability to relate well to children and adults	✓	
	Ability to work constructively as part of a team	✓	
	Ability to organise workload effectively	✓	
	Ability to work calmly under pressure	✓	
	Ability to be flexible and undertake varied duties	✓	
	Ability to evaluate own performance effectively and to make any changes as required	✓	
	Ability to work under the direction of different people	✓	
	Ability to work without supervision	✓	
	Ability to self-evaluate learning needs and actively to seek learning opportunities	✓	
	Effective use of ICT and other specialist equipment and resources	✓	
	Full working knowledge of relevant policies and codes of practice and awareness of legislation		✓



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