



## **JOB DESCRIPTION**

### **Teacher/Year 11 Progress Leader**

**Reporting to: Pastoral Vice Principal**

**Line Management of: Assistant Progress Leader; Form Tutors**

#### **Main Purpose of the Post**

To provide high quality teaching of your specialism to equip students with the knowledge, understanding and confidence to be successful at KS3 and KS4. You will have a reduced timetable

You will be responsible for overseeing both the academic progress and pastoral wellbeing of Year 11 students. The role aims to create a supportive environment that encourages high achievement, personal growth, and positive behaviour. You will work closely with staff, students, parents, and external agencies to ensure students thrive academically and receive the right support for their development. Additionally, you will focus on post-16 transition, CEIAG (Careers Education, Information, Advice and Guidance), and tracking student outcomes.

#### **Specific Responsibilities of the post Include:**

##### **Teaching your chosen specialism**

- Plan and teach high quality lessons by closely following agreed syllabuses and schemes of work whilst addressing the personal learning needs of each student and the objectives of the school
- Provide effective feedback to ensure students make good progress, including marking students' work on a regular basis and maintaining records to show student progression
- Strive to support every student to reach their potential through effective monitoring of student performance and the development of intervention strategies to address their performance needs if necessary
- Attend parents evening and other specific events
- Maintain up-to-date knowledge and understanding of the requirements of examination boards as well as continually develop subject knowledge over time
- Cultivate and maintain positive relationships with students, staff and parents
- Using a range of strategies to successfully manage classroom behaviour enabling all students to learn
- Manage your immediate learning environment and equipment to ensure there is a positive learning environment, conducive to learning.
- Maintain high level of displays within your teaching room
- Enthuse and motivate students by displaying a passion for your chosen subject

## **Progress Leader**

- Support and monitor the academic progress and development of Year 11 students.
- Ensure high standards of attendance and punctuality within the year group. If attendance or punctuality issues arise, you'll implement strategies to address them, working alongside the attendance team and other agencies where needed
- To ensure the highest standards of uniform across the year groups
- Liaise with the Exams Team to ensure the smooth running of all examination's series
- Collaborate with the SEND team to ensure that students with additional needs receive the right support including appropriate access arrangements
- To liaise with the Vice Principal (Curriculum and Attainment) to ensure the organisation and smooth running of progress evenings/parental engagement opportunities
- Build relationships with vulnerable students, including those who may struggle to form connections, and offer additional support
- Support students returning after prolonged absences, part-time timetables, or off-site education. Ensure that all relevant documentation is completed and reviewed regularly. To work with Heads of Faculty/Subject to ensure that gaps in learning are identified and addressed prior to full reintegration
- Address behaviour issues effectively, offer guidance to staff, and use data to develop strategies that reduce disruptive behaviour
- Monitor and assess academic interventions, including mentoring programs and revision strategies, ensuring they are making a positive impact.
- Support Year 11 students with their post-16 transition, including CEIAG, and track their next steps by collating destination data
- Provide age-appropriate personal development opportunities that focus on skills for life and learning.
- Keep parents/carers informed about student behaviour, achievements, and wellbeing. You will be the first point of contact for parents, handling issues as they arise or referring them to the appropriate staff
- Keep accurate records of incidents, such as bullying, behaviour issues, and exclusions, ensuring that all parties are updated appropriately
- Regularly monitor attendance, follow up with parents where necessary, and ensure the necessary paperwork is completed
- Coordinate managed move meetings, liaise with external agencies, and ensure the necessary paperwork for exclusions and moves is completed and that the Data Team and Attendance Team are fully informed.
- Produce progress reports on attainment, incidents, outcomes of interventions, measuring impact and other relevant matters, keeping the wider team updated.
- Participate in performance reviews, appraise the Assistant Progress Leader, QA of form time procedures and activities including academic monitoring and lead year group meetings to assess the impact of initiatives
- Lead and manage the Year 11 team. You will maintain a visible and proactive presence within the school, providing support to staff and students both in and outside of the classroom. Work with Heads of Faculty and Subject to ensure that every student has every opportunity to succeed

- Assist with the management of detentions, ensure students meet expectations, and provide general student support when needed
- Help coordinate enrichment activities, drop-down days, and other events that enhance students' experiences. To collate student voice and ensure rewards opportunities throughout the academic year
- Treat all student and school information with the utmost confidentiality and handle sensitive matters discreetly
- Ensure that all safeguarding procedures are followed to create a safe and supportive school environment. This includes identifying and addressing any issues related to child protection
- Carry out any other reasonable duties as requested by the Executive Headteacher/Head of School

**Specific Responsibilities as a member of staff:**

- Be punctual for all commitments
- Committed to teamwork within all aspects of the school
- Be proactive in terms of furthering knowledge and skills
- Ensure that the safety and welfare of all students is given priority at all times
- Pay due regard to Health & Safety in respect of all members of the school and report matters which compromise this to the Buildings Manager
- Support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise
- Ensure that all School policies are implemented as appropriate
- Attend all meetings as directed

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which they will be required to work. In the interest of effective working, some tasks may be reviewed from time to time to reflect changing needs of the school. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

**Signed** (Post Holder) ..... **Signed** (Line Manager) .....

**Date**.....