



## **APPLICATION PROCEDURES AND DATES**

<b>Post</b>	<b>Assistant Progress Leader</b>
<b>Scale</b>	<b>GLEA Scale 4 SCP 9 to 12</b>
<b>Salary Range</b>	<b>£18,319 to £19,819 per annum pro rata</b> <b>Actual Salary £15,532</b>
<b>Times</b>	<b>8.30 a.m. to 4.30 p.m. (37 hours per week)</b> <b>Term time plus 5 days (39 weeks)</b>

Closing date for applications: **Monday 18 June 2018 at 12.00 noon**

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### **Job Specification**

**Line Manager:** Progress Leader

#### **Key Duties:**

- to support the analysis of data carried out by the Progress Leader and Deputy Progress Leader linked to student performance and progress through preparation and maintenance of electronic files.
- working with students' subject staff and parents to ensure progress is monitored and evaluated, gathering evidence and information to support this process.
- working with all staff to support strategies to improve student performance and progress.

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**AIM: Aspirational, Inspirational, Motivated**



- to investigate barriers to learning that impact on student progress and monitor effectiveness of strategies developed to overcome these.
- To monitor the setting of homework, attendance and punctuality of students and support students to improve these key aspects of school life.
- to be involved in policy development and decision making in school.
- to support student well-being.
- to support the monitoring of behaviour, attendance and punctuality across the year group.
- to provide a link for parents , tutors, SENCO , teachers, Heads of Department, SLT and external agencies as directed by the Progress Leader or Deputy Progress Leader.
- to communicate with parents so that they are kept fully informed with the progress of their children as directed by the Progress Leader or Deputy Progress Leader.
- to work in partnership with the Year Group team and any additional support which may be developed.
- to work with individual students to address concerns linked to behaviour.
- to support the effective use of interventions deployed in school eg PSP, Tutor reports etc
- to support students to respond positively to interventions deployed in school eg PSP, Tutor reports etc
- to maintain individual student records as necessary and ensure they are kept up to date as directed by the Progress Leader.

To carry out duties which may reasonably be given to the post holder by the Headteacher in accordance with the current documentation issued by the DfE.