



Saint Augustine's

CATHOLIC HIGH SCHOOL & SIXTH FORM

Our Lady of Lourdes Catholic Multi-Academy Company



Job Vacancy

Progress Leader

Fixed Term

Required—September 2020—
August 2021

Saint Augustine's is committed to the safeguarding and welfare of young people

**PERSON
SPECIFICATION**

E = Essential

D = Desirable

QUALIFICATION & EXPERIENCE	E	D
Educated to degree level with qualification in a relevant subject, with high levels of personal literacy and numeracy (i.e. minimum GCSE Maths and English A*-C)		•
Experience of successfully working with young people (teenagers 13-19)		•
Working knowledge of national curriculum and other relevant learning programmes/strategies		•
Experience of encouraging and motivating students to achieve/progress		•
SKILLS AND ABILITIES		
Good understanding of child development and learning processes	•	
Excellent written and oral communication skills	•	
Ability to relate well to a range of staff, students and parents	•	
Ability to work independently and as part of an effective team	•	
Ability to manage student behaviour constructively and effectively	•	
Ability to deliver learning sessions to groups of students	•	
Ability to accurately assess levels of literacy and implement effective interventions which result in improved outcomes	•	
Ability to plan and review strategies used to support the progress of students/student groups	•	
Ability to use IT (e.g Excel to monitor student progress etc)	•	
OTHER ATTRIBUTES		
Knowledge of policies and codes of practice/legislation	•	
Willing to undertake appropriate training to meet the needs of the role	•	
Ability to relate to and promote the ethos of the school	•	
Commitment to safeguarding and welfare of students	•	
Flexible approach to duties	•	

Saint Augustine's Catholic High School is committed to the Safeguarding and welfare of students



Deus Fortitudo Mea

JOB DESCRIPTION

Job Title:	Progress Leader – Fixed term September 2020 to August 2021
Responsible to:	Senior Progress Leader / Assistant Principal responsible for KS4
Responsible for:	n/a
Job Purpose:	Reporting to the Senior Progress Leader, the job holder is responsible for rapidly improving levels of attainment and progress and for identified students/student groups including SEND within specific time periods for whom this is a priority
Salary:	Grade 3-5 – SCP 5 to 17 (£18,795 to £23,836 pa FTE) pro rata £16,075 to £20,386 pa
Hours:	37 hours per week, term time including 5 Inset days Flexible between 8am and 5pm as advised by Line Manager Flexibility to attend any other meetings/events outside normal working hours when required as directed by Line Manager.

Main responsibility of the Progress Leader

Support for Students:

- Use specialist (curricular/learning/behavioural management) skills/training/experience to support students, including facilitating group learning sessions.
- Establish productive working relationships with students, acting as a professional role model and setting high expectations.
- Promote the inclusion and acceptance of all students.
- Support students consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to students in relation to progress and achievement.

Support for the Teacher:

- Work with teachers to establish an appropriate learning environment
- Work with teachers in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested and where appropriate.
- Undertake marking of student's work and accurately record achievement / progress.
- Promote positive values attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers within your role / responsibility and participate in feedback sessions / meetings with parents with, or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Deliver and assess interventions as required, delivery for small groups of students.
- Prepare and plan for support by having a working knowledge of either GCSE/A level syllabus
- Provide general clerical/admin support, e.g administer coursework, produce worksheets for agreed activities, etc.

Support for the Curriculum:

- Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses/needs.
- Implement learning strategies, and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of IT in learning activities and develop students' competence and independence in its use.
- Help students to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with teaching staff, to support achievement and progress of students.
- Attend and participate in regular meetings as required.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of students' study support and learning outside the classroom learning activities.
- Supervise students on visits, trips and out of school activities as required.
- To provide short-term cover for planned and unplanned staff absences as directed; supervising the whole class undertaking pre-set work and/or activities, including introducing and closing the class.
- Be flexible (negotiable) to offer early morning or after school enhancement and extra-curricular, according to your strengths and school needs.

Other Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To be aware of and comply with policies and procedures relating to child protection and all aspects of safeguarding children.
- To attend parent evenings, focus and other agreed events.
- To promote the school's ethos and culture and expectations.
- To undertake such other duties, training and / or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and / or as detailed in the Directorate's Health and Safety policy.
- To be a first aider
- To be a fire marshal
- To attend school training days as required.

Contacts: In all contacts the post holder will be required to present a good image of the School as well as maintaining constructive relationships.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate within the grade and job title.

Information for Candidates

How to Apply

All candidates should complete the Catholic Education Service application form, (this can be found on the School or MAC website) including a personal statement outlining how they meet the requirements for the role.

CVs cannot be accepted.

Information about the school

Further information about the school can be found on the school website. www.st-augustines.worcs.sch.uk

Visits to the school

Potential applicants are welcome to visit the school, please contact Mrs Charley Evans on sta-hr@sta.lourdesmac.org.uk or call 01527 550400 to arrange a visit.

Application deadline

Closing date for applications is 12 noon, Monday 13th July 2020

Applications

Completed applications should be emailed to sta-hr@sta.lourdesmac.org.uk

Interview candidates will need to provide evidence of;

Right to work in the UK

Photograph ID (current passport or driving licence)

Evidence of qualifications

Provide ID to confirm address

Successful candidates will need to;

Complete an Enhanced DBS check and obtain satisfactory clearance

