



BEACON ACADEMY

JOB DESCRIPTION

JOB TITLE: Progress Leader

GRADE: TLR 2a (£2,923)

DATE PREPARED: June 2022

REPORTING TO: Member of the Senior Leadership Team

Ethos, values and culture:

The post-holder must share the ethos, values and culture of both the Wellspring Academy Trust and Beacon Academy. The culture and ethos of Beacon must permeate all aspects of the post-holder(s) work and interactions with young people. It is an expectation that the post-holder will reflect the following values:

- Unconditional Positive Regard
- Restorative practice
- The Kindness Principal
- Relationships
- Every interaction is an intervention
- Flexible consistency
- Students 1st data 2nd.

PURPOSE:

To provide academic and pastoral support for a student cohort. Ensure the ethos, culture and values of the academy are at the heart of all support and interventions for students. To work with all staff including; SLT, middle leaders, teachers, pastoral, safeguarding, admin and attendance to provide support and strategies for students to achieve their full potential at Beacon Academy.

The postholder will not be expected to be a form tutor and will be allowed x2 additional periods to prepare assemblies, review data (academic & pastoral), devise interventions, support students in lessons and/or patrol.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

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| 1. | To promote and safeguard the welfare of children and young people. Reporting all safeguarding concerns/disclosures to the DSL and DDSL. |
| 2. | To set a culture of high expectations within a student cohort, in keeping with the academy ethos. |
| 3. | Monitor students' academic progress through use of the MIS, liaise with teachers, subject leaders and parents/carers to arrange interventions to address under-performance in a subject, this may involve some support within lessons. |

4.	Plan and deliver a regular assembly programme addressing themes relevant to the cohort.
5.	Check-in with tutor(s) and students during tutor period; checking student welfare, punctuality, uniform and reporting any concerns (such as safeguarding) to appropriate staff.
6.	Communication with parents/carers of students whose academic progress, attendance, punctuality, uniform or behaviour are a concern.
7.	Communication with students, develop relationships, understanding their needs, understanding their context and support them consistent with the academy ethos whilst maintaining high expectations.
8.	Monitor/plan use of a budget for student rewards, consistent with a reward points system.
9.	Promote a culture of high expectations by challenging punctuality and uniform; liaising with other appropriate staff for attendance safeguarding and pastoral.
10.	To support with the management of the behaviour of students in accordance with the behaviour policy of the Academy. To work calmly under pressure and deal with some difficult/challenging situations.
11.	Where appropriate to directly work with students, being a calming influence for students who have behavioural and /or social issues which on occasions can lead to unpredictable situations.
12.	To help identify individual students' needs and to support with strategies. To advise staff working with the students of specific strategies, that will help improve their behaviour and learning.
13.	Support student detentions or at break time/after school if appropriate and required.
14.	Support with restorative work between students and if necessary staff.
15.	Attend and contribute to internal meetings regarding academic progress and pastoral concerns.
<p>The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Beacon Academy, as your employer and you as an employee of the Academy. In addition to the Academy's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Academy's H&S policy.</p>	
<p>To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Academy's Equal Opportunities in Employment Policy.</p>	
<p>GENERAL:</p> <p>The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Academy are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Academy.</p>	

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