Job Description

Job title:	Sixth Form Progress Leader	**Contract Type:**	Fixed Term 1 Year
Responsible To:	Director of Learning for Sixth Form	**Grade & Spine Point:**	TLR 1A
Location:	St Pauls Way Secondary School		

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

JOB PURPOSE

The progress leader for sixth form is a teaching member of staff with additional responsibilities of a sixth form progress leader. They will ensure all students receive support and guidance to ensure the best possible outcomes, fostering aspiration and excellent study habits. They will work with multiples stakeholders and a range of data to inform their strategies for improvement. They will provide expert support with learning, revision and independent study, creating tailored programmes to ensure support. The Progress Leader will lead the curriculum, implementations and review of sixth form-based projects such as the Extended Project Qualification and other accredited and non-accredited programmes to enhance the co-curricular, academic and cultural offer. Leading on whole cohort events, the tutor time programme and intervention strategy, this role is integral to student outcomes and preparation for life post 18.

In addition to teaching, the following roles and responsibilities are included in the sixth form progress leader post:

Role Summary:

1. To provide ongoing support for students and staff, to raise standards of achievement for students across Key stage 5
2. To monitor and be accountable for progress of allocated students
3. To plan and deliver sessions aimed to develop students' revision and organisation
4. To coordinate the Extended Project Qualification and other sixth form projects and accreditations
5. To assist with other activities relating to supervision of students
6. To encourage students to become independent, to ensure their safety and welfare and support the inclusion of students in all aspects of school life
7. To work with the sixth form team to enhance curricular and co-curricular provision, under the line management of the Director of Learning for Key Stage Five.

DUTIES & RESPONSIBILITIES

Specific Responsibilities

Improving KS5 Academic Outcomes – Achievement and Standards

1. To have a knowledge and understanding of all the different groups of students within the Sixth Form (HAPs, SEN, LAC, underachievers, poor attenders etc.) in order to be able to monitor progress and plan appropriate interventions
2. To analyse and interpret a range of data pertinent to the whole sixth form, in order to monitor attainment, progress, behaviour, rewards, attendance and punctuality
3. To use relevant data to identify students at risk of underperformance and develop, deliver and evaluate strategies to improve performance, building supportive relationships with these students
4. To work effectively with key stakeholders to support academic progress of key student groups and individuals. For example, Subject Leaders, Heads of Faculty, subject teachers, AEN and parents
5. To utilise SEND information about students and to work closely with the AEN team to ensure learners with SEND are supported in their learning
6. To coordinate intervention and enhancement strategies for targeted groups of students, including the line management of academic coaches
7. Coordination of holiday and weekend subject interventions, ensuring thorough provision
8. To communicate regularly with parents about their child's attendance to, and progress in, intervention sessions
9. To have a knowledge and understanding of the Extended Project Qualification, assessment criteria and complete relevant training

10. To lead on the coordination and delivery of the Extended Project Qualification (EPQ), working with key stakeholders (supervisors, exams team, external providers, students, parents) to ensure high quality commitment, training, outcomes and assessment
11. To have knowledge on high quality, research informed, strategies for effective revision and study skills
12.
13. To plan and deliver sessions aimed to develop students' revision, organisation and study skills where necessary
14. To take part in activities such as Open Evenings, Parents' Evenings and liaison events (to be agreed with the LM)
15. To coordinate and promote work on the whole school drive of Oracy
16. To support with the effective delivery of the co-curriculum, including enrichment, by the line management of co-curricular coordinator for KS5
17. To work with the sixth form team on sixth form progress review, assessment and examination design and implementation and results days.

Tutor Time Strategy and Personal Development

1. To coordinate the tutor time programme to ensure a rich and structured provision, including the delivery of necessary personal development, higher education and careers sessions
2. To lead the planning of the tutor time programme, including the development of personal development, reading and career resources, ensuring a high quality and consistent experience for all students
3. To work effectively with key teams (higher education, careers, personal development, external agencies) to ensure a comprehensive tutor time programme that encompasses school priorities
4. To promote the development of literacy across the year group by ensuring effective implementation of the school's chosen literacy programme for sixth form (reading for pleasure)
5. Lead tutor training and briefings
6. Lead and implement relevant whole school quality assurance processes. For example, Tutor development cycle, identifying training needs of tutors.

Independent Learning Strategy

1. To lead on the implementation of the independent learning policy, including contributing to the creation of policy documents and handbooks, as well as contribution to the development of strategy of online learning platforms
2. To promote and support completion of homework and independent learning across the sixth form and put interventions in place for students who are inconsistent with homework completion
3. To evaluate the independent learning strategy throughout the year, including engaging with students, staff and parents to receive feedback
4. To promote the effective use of Microsoft Teams for independent learning, including leading on staff and student training
5. To promote an effective study culture in the sixth form, including collaborating on determining expectations and standards, and study area supervision.

General responsibilities

1. To model and support the school behaviour policy expectations across the school
2. To follow agreed policies for communications in the school

3. To attend Line Management meetings
4. To line manager staff members, including Academic mentors for Sixth Form and Co-curricular coordinator KS5
5. To actively contribute to the ethos and wider life of the school
6. The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

Training

1. The post holder will be required to undertake training as required to be effective in carrying out all duties and to engage with professional development opportunities, including: Faculty and Year Team meetings, Twilights.

General administration

1. Check that information required by various internal and external bodies is produced within the given time scale and is of excellent quality
2. Ensure that communications are responded to in a timely manner and agreed deadlines are met.

Equality and Diversity

1. The school has a strong commitment to achieving equality in its service to pupils, parents and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety

1. The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

Safeguarding

1. Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school
2. Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.

Qualification Criteria

1. Qualified to at least degree level in subject area and/or good A Levels or equivalent
2. Qualified to work in the UK.

JOB DESCRIPTION AGREEMENT
The post holder will be line managed and appraisal managed by: Trust Leader The above job description was agreed on …… (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process. _____Signed by (Post holder) _____Signed by (Trust Leader)

Person Specification

Sixth Form Progress Leader

Skills and Abilities	Essential	Desirable
• The ability to work as part of a team and to develop and maintain positive relationships with teaching and other support staff	✓	
• To have a strong understanding of relevant subject specifications and curriculums	✓	
• Good level of ICT skills	✓	
• Ability to lead and manage own work effectively and take responsibility for own professional development	✓	
• Ability to recognise and respond to the needs of children of different attainment levels	✓	
• The ability to lead, motivate and inspire pupils, support staff and to forge positive relationships	✓	

Personal Qualities	Essential	Desirable
• Excellent interpersonal and communication skills	✓	
• Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels	✓	
• Commitment to contributing to school life as a whole, and willingness to be involved with clubs and community projects	✓	
• A proactive approach to working with target students	✓	
• A passionate belief in the success of young people and obtaining high standards	✓	
• Flexible, adaptable, results orientated and able to prioritise, resilient under pressure	✓	

Other	Essential	Desirable
• Commitment to equality of opportunity and the safeguarding and welfare of all students	✓	
• To undertake, within reason, other various responsibilities as directed by the Deputy Head teacher/ headteacher/ executive headteacher	✓	

• This post is subject to an enhanced Disclosure & Barring Service check	✓	