



HALEWOOD ACADEMY

The Avenue, Wood Road, Halewood, Liverpool, L26 1UU

Telephone: 0151 477 8830

Principal: Mr G Evans

Assistant Progress Leader

Scale 5 SCP22-25, £17,565 - £19,262 (actual salary)

37 hours per week, Term Time (44.33 weeks)

We are looking to appoint an Assistant Progress Leader to work with a specified year group. The purpose of the job is to work under the direction of the relevant Progress Leader to ensure that each pupil makes good progress towards their individual academic targets and to maintain a high standard of pupil behaviour in line with the ethos of the school.

Halewood Academy is a successful 11 - 16 school and is part of the Wade Deacon Trust. It was judged to be a good school in May 2017 by Ofsted. The successful candidate will be pivotal in our journey to outstanding.

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

An application form and details are attached. Completed application forms should be returned to ssimmons@halewoodacademy.co.uk or to Mr S Simmons, Senior Administration Leader at Halewood Academy, The Avenue, Wood Road, Liverpool L26 1UU.

Closing date: 3pm on Wednesday 24th January 2018

Interviews to be held week beginning Monday 29th January 2018



Dear Applicant,

Thank you for your interest in this post at Halewood Academy. We are extremely proud of our learning community and how students and staff work together in order to achieve the highest possible educational outcomes.

This application pack is designed to help you decide whether or not you feel this school is one in which you would like to further your career by helping our young learners to raise their standards of attainment to their maximum potential.

To apply for this post;

1. Review the detail contained in this information pack.
2. Complete the Application Form, ensuring that all boxes are filled in.
3. Outline, in no more than two sides of A4 (Arial font size 12), why you are interested in this post and how you have prepared yourself so far, what contributions you feel you can make to students' development within our school, and any particular areas of strength and expertise you feel you may have
4. Complete the Supplementary Information Form.

Please note that we do not accept or require your CV.

Applications will be assessed on evidence of professional competence, communication skills, leadership qualities and personal attributes.

We look forward to receiving your application.

Yours faithfully,

G. Evans

Mr G Evans
Principal



JOB DESCRIPTION

Assistant Progress Leader

Line Management:

The post holder will be accountable to the Assistant Principal for all initiatives related to this post.

Job Purpose:

Under the direction of the Progress Leader, to ensure that each student makes good progress towards their individual academic targets and to maintain a high standard of student behaviour in line with the ethos of the school, while always bearing in mind the social and emotional needs of each student.

Job Accountabilities:

- Act as a role model for all students setting high expectations.
- Promote inclusion and acceptance of all students.
- Encourage students to interact and work cooperatively with other and engage in a wide range of activities.
- Provide feedback to students in relation to progress and achievement.
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure (including Vivo Miles)
- Promote a high standard of uniform.
- Deal with issues affecting students on a daily basis e.g. behaviour, welfare issues and signpost to the relevant support
- Assist in the planning and delivering of assemblies to the year group
- Assist in the organisation of and attend all relevant meetings, e.g. Parents Evenings, Year team briefings, Pastoral Profile meetings
- Liaise with relevant external agencies and ensure that the school is represented at all relevant meetings and reviews.



- Identify appropriate priorities and targets within the year group, take the necessary action to meet these and review progress towards them. Ensure all members of the year team, teaching and support staff, work towards these common priorities and targets, sharing a common vision and setting high standards.
- Ensure records are kept up to date, to ensure the effective work of the year group.
- Have a thorough awareness of attendance and punctuality within the year group, working closely with the relevant Progress Leader and Attendance Officer and meeting at regular intervals with the school's EWO.
- Working with the Progress Leader, monitor the academic progress of all students in the year group, at least termly in response to the target setting data available and monitoring the progress of students not achieving their target levels at more regular intervals.
- Maintain regular contact with families/carers of all students but especially of children in need of extra support, keeping them informed of the child's needs and progress and to secure positive family support and involvement, including the use of Home School Agreements
- Work within a clear framework for student discipline, anticipate and manage student behaviour constructively, promoting self-control and independence, in line with established school policy.
- Comply with all school policies and in particular the procedures relating to child protection, health, safety and security, confidentiality and data protection.
- Be aware of and support differences to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Contribute to the sharing of relevant information between local agencies and schools.
- Attend and participate in network meetings sharing best practice to support others.
- Undertake personal development through training and other learning activities, including performance management as required.
- Undertake all associated paperwork and admin for the role.



Wade Deacon Trust

Interim CEO: Mr I Kirkham

Innovation Enterprise Centre, Birchfield Road,
Widnes, WA8 7TD

www.wadedeacontrust.com

Company No: 08278808

Note This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.



PERSON SPECIFICATION – ASSISTANT PROGRESS LEADER

CRITERIA	ESSENTIAL
A. Education and training	<ul style="list-style-type: none">• Level 2 qualification or equivalent in Maths/Numeracy and English/literacy.• Evidence of Continuous Professional Development.
B. Skills and abilities	<ul style="list-style-type: none">• To have relevant experience and knowledge of working with children and young people in an educational setting.• To have an understanding of inclusion, especially within a school setting.• The ability to relate well to children and adults.
C. Professional values	<ul style="list-style-type: none">• Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.• Demonstrates high expectations for all students.
D. Personal qualities	<ul style="list-style-type: none">• The ability to relate to and motivate staff, parents and students.• The ability to listen to and understand others;• To have constant and consistent expectations of high standards.
E. Approach to work	Evidence of: <ul style="list-style-type: none">• high motivation and professional commitment;• a commitment to student-centred education;• a commitment to involving parents as partners in the education process;• a commitment to and understanding of equality of opportunity



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Once in post, the post holder will:

- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;

In addition, the post holder should have the ability to:

- vocalise the school's vision and aspiration to be a world class school
- be flexible to adapt to change
- have excellent attendance
- be a role model and act as an ambassador for Halewood Academy in and outside of the school by speaking positively about the school in the community; upholding a 'Commitment to Excellence' at all times; by dressing appropriately and smartly in a suit or smart skirt / dress / trousers and jacket.

Context

The Wade Deacon Trust

Halewood Academy is a secondary school in a growing multi-academy trust; The Wade Deacon Trust. Senior Leaders from the trust work to support and develop partner academies.

<https://wadedeacontrust.com/>