



## **YEAR 7 PROGRESS MANAGER**

### **JOB DESCRIPTION**

Under the direction of the Head of Lower School, the following duties and responsibilities;

1. To carry out the school aim of enabling each student to have equal opportunity and to achieve their full potential in terms of their academic, social, spiritual, moral and cultural development, irrespective of age, ability or background
2. To work with the head of year to facilitate the pastoral team's support for students' academic progress.
3. To work with the head of year to support effective form time, including attending weekly form time briefings.
4. To assist Head of Lower School / Head of Year with the organisation of parents' evenings and other events in the school calendar.
5. To attend a weekly co-ordination meeting with the Head of School.
6. To foster an atmosphere of mutual respect, confidence and tolerance in all matters, involving both students and staff, including non-teaching staff.
7. To set and maintain high standards of conduct and behaviour in line with the school's eight expectations and Behaviour for Learning Policy and procedures, both in and out of lesson time. In addition, this covers student conduct to and from school, during lunchtime, morning break and movement between lessons
8. To deputise when necessary, the planning and chairing of the Form Tutors Meeting and support Form Tutors with their pastoral and administrative responsibilities.
9. To set high standards among Form Tutors to ensure the consistent and effective carrying out of the pastoral/guidance role by all staff aimed at student support, encouragement and motivation.
10. To develop in students a respect for school property including pride in both how the form base and the wider school environment is maintained.
11. To maintain a high profile during morning registration in order to help Form Tutors.
12. To promote a corporate feeling within the year by helping to encourage social activities, community involvement and a purposeful attitude to work.
13. To encourage student participation and involvement in the life of the school e.g. through School Council representation.
14. To assist in the co-ordination of information received from staff and parents regarding individual students, ensuring that this information is distributed correctly and checking that action is taken where and when necessary.

15. Working with the Head of Year to support the professional development of staff in all matters relating to pastoral life or guidance.
16. To monitor student progress using baseline data, keeping records of meetings and informing the Head of Year. From this information:
  - to mentor Year 7 students, setting targets, and recording all meetings
  - to assist in the checking of student's equipment
17. To assist in all aspects of Primary/Secondary liaison including transition, specifically the organisation of Open Evening, Y6 taster day/evenings and coffee mornings.
18. To work closely with the Head of Lower School and Head of Year, assisting in the following duties:-
  - Establishing and monitoring high standards of uniform, punctuality and attendance.
  - Promoting positive conduct based on addressing the spiritual, moral, social and cultural development of student's e.g. through assembly themes.
  - To maintain all appropriate records including:
    - Student records / files / CPOMS
    - School Assessment Procedures
    - School Behaviour Reports
    - Homework checks
    - Support Log (via Student Services Officer)
    - Documentation collation for new and leaving students
19. To assist in implementing the system of rewards and sanctions, having responsibility for the House System.
20. To assist in celebrating student achievement, including bringing details of student achievement to the attention of relevant colleagues.