



Job Description: Progress Assistant

Line Manager:	Lead Progress Assistant
Posts directly supervised:	None
Main Purpose of Role:	<p>To support the learning, achievement and behaviour of students within the school.</p> <p>To secure excellent achievement and progress of all students and to ensure gaps are narrowed by working with students, families on their barriers to learning.</p>

Accountabilities:

Achievement and Progress

- Ensure all students, including those with SEN make at least good progress across all of the key stages by providing strong and impactful learning support.
- Ensure variations between the progress made by different groups of students or any areas of underachievement including the variation of groups of students is addressed and the achievement gap is narrowed significantly.
- Ensure achievement and progress of the students who are being supported is at least good when compared to national averages.
- Role model good levels of literacy, communication and numeracy skills to support students' learning in this area.

Teaching and Learning

- Promote consistently high expectations of all students and apply whole school policies particularly in relation to the learning, behaviour and attendance policy.
- Support in checking students' understanding of learning activities if required.
- Use well judged and imaginative strategies to provide support and intervention to meet the needs of individual learners in order that they have good levels of achievement and attendance.
- Promote and generate high levels of enthusiasm for, participation in, and commitment to learning amongst all students.
- Promote students confidence and independence so that they are able to tackle challenging activities and can display high levels of resilience.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Perform duties in line with Health & Safety rules.

Behaviour and Safety

- Develop and promote effective partnerships with parents, carers, other staff and students so they are highly positive about the school in terms of achievement, teaching and learning, behaviour and safety.
- Ensure all students show high levels of engagement, courtesy, collaboration and cooperation.
- Ensure student behaviour is managed through a systematic, consistent approach to behaviour management, in line with whole school policy, within all lessons.
- Take active steps to eradicate all forms of bullying and child-on-child abuse.
- Be aware of what constitutes an unsafe situation and support students in these situations to recognise risks and mitigate against them.

Leadership and Management

- Demonstrate an uncompromising and highly effective drive to improve achievement, or sustain the highest level of achievement, for all students, over a sustained period of time.
- Lead by example and demonstrate passion and ambition for the school and its students.
- Provide highly positive, memorable and rich experiences for high quality learning which contributes to student achievement within the year group and their personal development.
- Employ highly successful strategies for engaging with students, parents and carers.

- Employ highly effective strategies to improve achievement and progress by: seeking out and modeling best practice and reflection and be open to coaching, dialogue, mentoring and support.
- Seek regular feedback through line management and be positive and active in team meetings to allow for effective communication and dissemination of information.
- Take part in staff appraisal and absence management meetings.
- Work effectively and positively with the governing body, the leadership team and all other staff.
- Meet the statutory requirements for safeguarding.

General responsibilities

- As a member of support staff contribute to the overall leadership and management of the school and to be proactive in supporting an ethos that recognises and celebrates success and promotes high expectations and aspirations.
- Contribute to the effective management of the school through the implementation of school policies and abiding by the code of conduct.
- Attend meetings and parents' meetings relevant to the post.
- Other duties as the Head may reasonable require.

Specific Main Duties:

- To administer appropriate testing.
- To deliver alternative curriculum programmes and interventions.
- To communicate to relevant staff and parents the progress made of students who are undertaking the intervention programmes.
- To follow up successful monitoring visits to lessons following intervention programmes.
- To monitor and report on the impact of the interventions.
- To coordinate, plan, provide and deliver bespoke interventions to support students in the following areas:
 - literacy and numeracy
 - social and emotional needs
 - alternative curriculum offer.
- To support with the implementation of a treatment plan for students with physical or sensory needs as directed.
- To lead and deliver programmes to support literacy skills, numeracy skills and alternative curriculum programmes.
- To assist students with individual cognitive, perceptual and physical programmes.
- To assist in or conducting group activities/exercise programmes.
- To assist with walking, transfers and safe mobility etc.
- To monitor and report changes in health status to line manager.
- To identify appropriate resources and equipment to meet individual needs and to adapt equipment and resources.
- To provide timely and astute information to relevant team members about the students performance.
- To follow up successful reintegration into lessons following an exclusion through Learning Walks and other forms of school self-evaluation.
- To lead a programme to support social skills for example, peer mentoring/leadership awards.
- Assist teachers by undertaking duties such as adapting and preparing materials for students to use in lessons
- Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager immediately.
- Mentoring students– setting, monitoring and reviewing targets.
- Attend Annual Reviews and contribute towards reports when required.
- Accompany and support students on school visits.
- Manage own work on a day to day basis and participate in performance management appraisal reviews in line with the school policy.
- Mark work of students who are supported.
- To attend staff briefings and meetings in accordance with the calendar.
- To participate in INSET (Professional Development Days) and other professional development opportunities.
- Undertake some invigilation duties during examination periods.
- Undertake a half hour duty each week.

Specific areas of responsibility allocated will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:	Signature:
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Date:	
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**COX
GREEN
SCHOOL**

Progress Assistant

Person Specification: Progress Assistant

	Essential	Desirable	How to be tested
Qualification criteria: 1. 5 good GCSEs Inc. English and Maths Grade C or above (or equivalent). 2. Educated to Degree level 3. Eligible to work in the UK. 4. St John's Ambulance First Aid/Red Cross First Aid or equivalent or prepared to undertake training.	√ √ √	√	Application form & evidence
Experience: 5. Experience of working with children or young people with physical disabilities and/or learning/behavioural/emotional and social difficulties. 6. Experience of devising, implementing and revising relevant intervention programmes for people with numeracy/ literacy/social and emotional and/or physical therapy programmes for people with physical and sensory difficulties. 7. Experience of monitoring and evaluating student progress and administration of appropriate testing. 8. Experience of administrative work, youth work, social work, counselling, coaching, teaching, mentoring 9. Experience of delivering alternative curricular programmes 10. Experience of communicating with staff, external agencies and parents/carers 11. Experience of working under a pressurised environment with competing deadlines. 12. General understanding of the national curriculum and other learning programmes and strategies (e.g. literacy and numeracy) 13. Good oral and written communication skills.	√ √ √	√ √ √ √ √	Application form & interview
Vision and Strategy: 14. Vision Aligned with Cox Green School of high aspirations and high expectations of self and others. 15. A commitment to maximising the academic, personal, social and emotional development of all students.	√ √		Interview
Behaviours, Skills and Abilities: 16. The ability to enthuse & inspire others and has a 'can do' attitude. 17. A passion for and relentless determination that every student develops and succeeds. 18. Excellent listening, communication skills and high levels of emotional intelligence.	√ √		Interview

19. Strong organisational and time-management skills and ability to work under pressure.	✓		
20. Resilience and optimism to lead through day-to-day challenges in a busy school environment.	✓		
21. The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop.	✓		
22. An ability to help implement necessary routines and patterns to establish good behavior management within a school.	✓		
23. The ability to work well under pressure and to be decisive.			
24. Ability to use IT systems including databases and Microsoft Office products.	✓		
25. Ability to pay attention to detail when completing administrative tasks.	✓		
26. High levels of honesty and integrity, confidence and self motivation.	✓		
27. Ability to plan, prioritise and organize own and others' work schedule and case loads.	✓		
28. Ability to communicate fluently in accurate spoken and written English.	✓		
	✓		
	✓		
			Interview
Other:			
29. This post is subject to an enhanced DBS disclosure.	✓		References
30. Must be committed to safeguarding the welfare of children.	✓		
31. Good Physical fitness with the ability to undertake physical handling/techniques/activities.	✓		Interview