

## JOB DESCRIPTION

**POST: Progress Hub leader**

**GRADE: Grade F £29,540 - £32,061 per annum**

### Core purpose

- To support vulnerable pupils in achieving the best possible outcomes by leading and managing our Progress Hub, working closely with pupils, parents/carers and the wider staff team.
- To support the wider achievement team in leading homework clubs, morning and after school tuition programmes and with external and mock examinations.

**Responsible to:** Associate Senior Leader (achievement)

### 1. Leadership and management of the Progress Hub

**1.1 Support the educational progress of pupils who are not in their usual curriculum lessons** by agreeing an achievement plan for these pupils; ensuring that work is set and available to support the delivery of the plan; working with other achievement coordinators to ensure that appropriate work, feedback and support is available for these pupils; holding students accountable for the completion of work; liaising with parents where appropriate; and ensuring pupils complete any non-exam assessment (NEA) requirements.

**1.2 Reintegrate pupils into lessons through** liaising with teaching staff to build positive relationships; coordinating live lessons; supervising pupils requiring intervention and extra support to access their full curriculum in the intervention room; liaise with faculties and pastoral leaders to ensure pupils get the right level of support to reintegrate them into lessons; liaise with parents/carers to ensure that they are aware of the support in place and their role in reinforcing expectations.

**1.3 Support the careers guidance of pupils through** becoming trained in careers advice to at least level 2 standard, providing careers advice and guidance to pupils, supporting them in making informed decisions about their future pathways, including work experience. Liaise with pupils and parents/carers to provide timely and effective advice and support regarding careers and work experience opportunities.

### 2. Contribute to the wider achievement team

**2.1 Improve pupils' attitude to learning and independent study** through the management and oversight of one to one mentoring programmes, including being a mentor for a number of pupils; supporting in-school tuition programmes; liaising with parents to provide support and strategies; creating resources for tutor time to support the development of positive learning attitudes; ensuring there are systems in place to enable pupils to reflect upon progress after

each data report; keeping sections of the school website up to date with relevant information and support materials.

**2.2 Support students in the completion of homework** through the effective management of lunchtime and afterschool homework hubs. This includes using data to identify pupils who need extra support in organising their time to meet deadlines, liaising with parents to offer guidance and organise interventions and working alongside pupils in homework hubs to support the completion of their work.

### **Other Duties**

- To undertake a break and lunchtime duty each day
- To undertake some supervision of pupils, where staff are absent, as required.
- Undertake exam invigilation if required

## **STAFF DEVELOPMENT**

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- To continue the process of professional development through general work within the school and undertaking relevant in-service training.
- To undertake training relevant to the role performed
- To undertake training so as to be able to substitute for colleagues as and when required
- To complete a level 2 (or higher) Certificate in Information, Advice or Guidance (IAG) if not already held.

### **Hours of Work:**

- 37 hrs per week. Flexible working – you must be at work between the hours of 8:15am and 4:15pm and you may be required to work any time between 8:00am and 5:00pm (evening meetings and training are in addition to this requirement).
- Any additional hours worked that can't be taken during a half term will be banked. Banked time can be taken as part or whole days during school holidays.
- You will be expected to work all term time days, training days and up to three days in the summer holidays during examination results periods. Electronic monitoring systems are used to record working hours. Working before 7:30am or after 5:30pm would require prior approval from a line manager (evening meetings and events excepted). Banked hours must be used before the start of each half term and there will be no payment in lieu of hours not used.
- Some weekend/school holiday working will be required to support the Revision and Intervention programmes.

## **GENERAL**

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1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. To carry out any reasonable request made by the Headteacher or line manager.

3. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed ..... (Post holder)

Date.....