



Organisation:	Watergrove Trust
Academy:	Wardle Academy
Section:	Associate Staff
Location:	Birch Road, Wardle, Rochdale, OL12 9RD
Job Title:	Progress Year Lead
Scale:	Grade 8, points 26-28
Hours	36 hours 15 minutes per week, term time only, plus 7 days

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

RESPONSIBILITIES

The postholder must:

- Perform his/her duties in accordance with Equal Opportunities Policies.
- Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
- Be able to render regular and efficient service to undertake the duties of this post.

PURPOSE AND OBJECTIVES OF THE ROLE

Facilitate successful academic progress, personal development and behaviour and attitudes for all students, with specific responsibility for one year group.

Safeguarding

- Fulfil responsibilities and obligations in relation to safeguarding.

Financial

- Resources

Equipment/Materials

- To be responsible for the safe use of equipment/materials used by self, colleagues and students accountable to the post holder.
- To adhere to the school/Trust rules and regulations relating to the use of ICT, email and intranet/internet access.

Relationships (not exhaustive)

Headteacher	Senior Leadership Team	Teachers	Parents/Carers
Students	Associate Staff	Visitors	External Agencies

Values and Behaviours

The Wardle Way:

W	-	Well-being
A	-	Ambition
R	-	Respect
D	-	Diversity
L	-	Leadership
E	-	Excellence

Wardle Academy has high expectations of students and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

Principal Responsibilities

- Support and encourage all students to engage positively in the curriculum.
- Engage student participation in the Wardle Way
- Modelled presence around the academy.
- Develop a culture that leads to a love of learning.
- Administrate, implement and monitor the Recognition of Behaviour for Learning system in the academy to ensure that effective learning can take place for all students.
- Ensure effective monitoring of student attendance and punctuality.
- Liaise with the attendance officer to resolve wider issues, make home visits and reintegrate those students that have been absent.
- Manage the behavioural and emotional needs of students, being available to respond to incidents as they occur.
- Respond to and take steps to resolve relationship issues between students and staff, and between staff and students.
- Develop and maintain effective partnerships to promote learning and provide information.
- Collate all necessary information/documentation required to achieve successful allocation of professional support for targeted students.
- Attend safeguarding meetings as required including case conferences, emergency strategy meetings, inclusion panel, etc.
- Identify and refer in the cases of Child Protection issues.



- Write, lead and/or participate in the EHA process.
- Year group assemblies.

Organisation

- Support issues related to particular Year groups, eg Options, Work Related Learning, Induction and Careers and transitions.
- Be responsible for allocated administrative duties associated with students within their Year group and when directed, academy wide duties.
- Communicate effectively to all members of the academy and the wider community, in particular, on matters concerning student behaviour and attendance.
- Assist in providing relevant information as required by the Leadership Team and Governing Body.
- Ensure that our commitment to provide a quality service for students and parents/carers is delivered.
- Supervise students as required such as before/after day, breaktime, lunchtime and lesson changeovers.
- Participate in the designated duty team, Serious Incident Room, duty rota's (including lunchtime duties), and on-call systems.
- Participate where appropriate in out-of- hours activities.
- Contribute to the academy to intervention systems.
- Work effectively with colleagues to promote team work and effective relationships which enable student progress.

SECONDARY DUTIES

- Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents/carers and the wider community and adhere to the principles expressed in the aims of the Trust.
- Ensure that the Academy's commitment to public orientation and care of customers is provided.
- To participate in programmes of training when required. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings when required. To demonstrate a commitment to self-review and professional development.
- To undertake training to provide First Aid cover as required.
- Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate.
- To support and participate in a team working across the Trust, including working within other areas/schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder.



- The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

Take reasonable care of the health and safety of self, other persons and resources whilst at work.

Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.

It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards anyone. The postholder should counteract such practice or behaviour by challenging or reporting it.

- Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.
- Support the Academy & the Trust in meeting our legal requirements for worship.
- Actively promote the Academy & Watergrove Trust corporate policies.

Job Description Prepared by: _____ Date: _____

Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder



Watergrove Trust Person Specification

Organisation :	Watergrove Trust		
Academy:	Wardle Academy	Post:	Progress Year Lead
Section :	Associate Staff	Grade:	Grade 8 (points 26 – 28)

Note to Applicants:

***Essential Criteria* (E)** are the qualifications, experience, skills or knowledge that you **MUST SHOW YOU HAVE** to be considered for the job.

There are a range of methods by which this information can be obtained. The '*How Identified*' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you **MUST** include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview C Certificate
Qualifications		
Possess a Level 2 (or equivalent) or higher qualification in Maths and English	E	AF, C
Knowledge, Ability & Skills		
The importance of safeguarding/child protection when working in a school setting	E	AF, I
ICT literate (including digital technology)	E	AF, I
Experience of working with young people	E	AF, I
Experience of using data to monitor and track student behaviours	D	AF, I
Promote a positive ethos and role model positive attributes	E	AF, I
Use initiative and work independently as required	E	AF, I
Work effectively within a team environment, understanding roles and responsibilities	E	AF, I
Manage staff/team effectively, monitor and evaluate student development	E	AF, I
Continually develop and extend own working practices	E	AF, I
Excellent organisational, administrative and time management skills	E	AF, I
Ability to establish and maintain positive working relationships	E	AF, I
Communicate effectively with staff and students	E	AF, I
Ability to write clearly and accurately	E	AF, I
Teamwork and the sharing of best practice	E	AF, I
Enthusiasm and pride in your work	E	AF, I
Appropriate appearance and presence	E	AF, I
Sense of humour	E	AF, I



Values and Behaviours		
The Wardle Way:		
W	-	Well-being
A	-	Ambition
R	-	Respect
D	-	Diversity
L	-	Leadership
E	-	Excellence
Please confirm that you are willing to adhere to these values		
Special Working Conditions		
Requirement to undertake First Aid Training and provide first aid cover as necessary, participating on the rota of provision.		
Full Driving licence		
All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment		
You will be expected to at times work outside normal working hours to participate for example supporting at Events, Open Evenings, Parent's Evenings as and when required		

