



GREENWOOD ACADEMIES TRUST

JOB SPECIFICATION Standards and Progress Lead

The professional duties of all teachers (other than that of the Principal) are set out in the School Teachers' Pay and Conditions document (STPCD).

Reporting directly to:	Faculty Curriculum Leader/Senior Assistant Principal (Standards & Progress)
Core Purpose:	<ul style="list-style-type: none"> • Overall responsibility for the tracking of pupil progress across the faculty • Lead and coordinate intervention strategies • Secure better learning and progress through improving the quality of teaching
Liaising with:	<ul style="list-style-type: none"> • Leader of Teaching and Learning in the faculty • The other Leaders of Standards and Progress across the Academy • Senior Assistant Principal Standards and Progress
Key Responsibilities:	<ul style="list-style-type: none"> • To play a key leadership role and to make a major contribution to the development of the academy. • To develop tracking systems in order that teachers can be held to account for the progress of learners • To share accountability for achieving the highest standards of student attainment and achievement of identified students • To ensure teachers use data effectively in planning and assessing learning • To support teachers across the curriculum to develop and enhance strategies for teaching; to support students in developing qualities which promote learning; to assist faculty teams in evaluating their provision for learners • Leading, developing and enhancing the teaching practice of others to overcome students' barriers to learning • Shared accountability for leading, managing and developing strategies to secure achievement of students across the curriculum • To submit reports and collate data to enable the Trust to monitor achievement outcomes • To contribute to professional learning of colleagues with regard to meeting the needs of students
Operational/strategic planning:	<ul style="list-style-type: none"> • To monitor and track progress of pupils within faculty • To support faculty Curriculum Leader and Teaching and Learning Lead to monitor and track quality of teaching and learning, behaviour and attendance within faculty • To identify pupils who require additional support in order to make good progress in their learning • To assist in the implementation of school policies and procedures • To work relentlessly in pursuit of this vision; to win confidence of stakeholders in systems for supporting learners and securing a calm learning environment for all students • To broker support for learners with barriers to learning • To coordinate intervention plans which accelerate progress and improve attainment • To monitor progress of key groups including PP, SEN and More Able • To contribute to an annual faculty improvement plan and a self-evaluation as part of overall school evaluation processes
Curriculum provision and development:	<ul style="list-style-type: none"> • To lead in development of inclusive practices, deploying team members to make best use of expertise • To keep up to date with national developments in faculty related practices and methodology • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
Staffing Staff development: Recruitment/deployment	<ul style="list-style-type: none"> • To contribute to performance management and to act as Team Leader for a group of staff with the faculty • To promote teamwork and to motivate staff to ensure effective working relations

of staff	<ul style="list-style-type: none"> To ensure the effective, efficient deployment of support and teaching staff to secure the best outcomes for learners
Quality assurance	<ul style="list-style-type: none"> To ensure the effective operation of quality control systems including standardisation and moderation To assist in the process of the setting of targets within the team and work towards their achievement To contribute to the Academy's procedures for lesson observation, learning walks and work scrutiny To participate in the monitoring and evaluation of team members in line with agreed Academy procedures including evaluation against quality standards and performance criteria
Management information:	<ul style="list-style-type: none"> To ensure the maintenance of accurate and up to date information relating to the faculty To lead on analysis and evaluation of performance data To lead the production of reports on examination performance, including the use of value added data
Communications:	<ul style="list-style-type: none"> To help ensure that all members of the faculty are familiar with its aims and objectives To ensure effective communication, as appropriate, with parents of students To liaise with partners schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies
Marketing and liaison:	<ul style="list-style-type: none"> To contribute to the Academy liaison and marketing activities e.g. the collection of material for press releases To contribute to the development of effective subject links with partner schools and the community Attendance where necessary at liaison events in partner schools and the effective promotion of the Academy at open days/evenings and other events in partner schools and the wider community To actively promote the development of effective links with external agencies
Management of resources:	<ul style="list-style-type: none"> To identify resource needs and to contribute to the efficient/effective use of physical resources, including allocation, control and account of finances To co-operate with other curriculum areas to ensure sharing and effective usage of resources to the benefit of the Academy and the students
Pastoral system:	<ul style="list-style-type: none"> To contribute to cross curricular work including PSHE, citizenship and enterprise education To be an outstanding tutor within the pastoral system. To assist in the implementation of the behaviour management system so that effective learning can take place
Teaching:	<ul style="list-style-type: none"> To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
Learning outcomes:	<ul style="list-style-type: none"> To ensure students achieve sustained improvement in their subject knowledge, understanding and skills in relation to prior attainment To ensure students are well prepared for any tests and examinations
Additional duties:	<ul style="list-style-type: none"> Performance manage appropriate number of teaching and support staff within faculty Attend strategic and operational meetings of Academy leaders as and when required
Health and safety:	<ul style="list-style-type: none"> It is an employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.