

JOB DESCRIPTION

Post title:	Post 16 Progress Leader
Academy:	Excelsior Academy
Reporting to:	College Vice Principal
Salary/Pay range:	£25,000 Full Time Equivalent, £22,884 actual salary
Hours of work:	37 hours per week, Term Time + 10 days

Purpose of Job

- To have responsibility for driving the aspirations and academic achievements within our post 16 cohort.
- Develop students' use of independent study time and study skills in a structured and meaningful way leading to positive outcomes.
- Lead the planning and facilitating of impartial careers advice and guidance alongside the coordination of careers events across the post 16 College.
- To coordinate a team of form tutors, identifying the training and development needs of that team.

Main Duties and Responsibilities

- Lead the coordination of students' independent study time within college hours.
- To be the main point of contact for post 16 teaching staff requiring academic follow up and interventions for upcoming deadlines of assignments and exam preparation.
- Provide high quality support to parents/carers communicating areas of interventions in place and required support at home.
- Lead the coordination and delivery of a careers programme that meets all eight of the Gatsby careers benchmarks.
- Contribute to and facilitate FE and HE programme to support student progression.
- Lead the post 16 UCAS programme and applications for students applying to university.
- Coordinate and deliver a PSHE programme for post 16 that includes British Values through our VESPA timetabled programme.
- Coordinate the post 16 EPQ programme and delivery with the enrichment option block.
- Work with the College Vice Principal to produce and deliver the College development plan and SEF within the framework of Excelsior Academy.
- Contribute as appropriate to the College's processes for assessment recording and reporting. Updating weekly on key aspects of progress.
- Work closely with the College's Assistant Principal to monitor the quality of every student's one to one mentor/coach/progress review experience.

- Analyse data to inform and implement appropriate student intervention, mentoring or counselling, ensuring students connect their actions and outcomes with our learning ethos.
- Liaise with parents/carers to maximise the support and resources available to all students.
- Liaise where appropriate with external agencies, professionals and the wider community to maximise the support and resources available to all students.
- Lead staff development in areas such as writing personal statements and the delivery of PSHE programme within registration time.
- Any other duties as may reasonably be requested by the College Vice Principal. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2020 where required.