



## **JOB DESCRIPTION**

### **Progress & Behaviour Lead**

*(Support Staff Contract)*

**Responsible to the designated member of SLT**

*'Teach the children with all kindness and gentleness possible.'*

Marie Madeleine D'Houet (1781 – 1858)

*'Lessons are planned and delivered with professionalism. Teachers recognise that every student is unique. They strive to make decisions about teaching and learning that challenge students to uncover and develop their gifts. Rigorous enquiry, deep thinking, questioning and reflection are essential parts of that profound learning which is the foundation of life-long openness to education and the joy of learning. School life is enriched by a variety of extra-curricular activities that are intrinsically linked to our core values of justice, companionship and hope.'*

FCJ Education: Our Vision and Values (2013)

**Within the context of the FCJ Vision Statement and the School's Mission Statement and its aims and objectives, the post includes the following responsibilities:**

1. To exemplify and promote the six FCJ values of excellence, companionship, dignity, justice, hope and gentleness, to demonstrate the Teacher Standards and where appropriate the Standards for Staff on the Upper Pay Spine.
2. To oversee the general academic, spiritual, personal and social development of pupils and Sixth Form students in the classes for which you are responsible and to ensure that they receive the support necessary to cope with the demands of the course. This work should be undertaken within the framework of our *FCJ Education: Our Vision and Values* booklet and the FCJ Education: Curriculum Leadership booklet.

**Purpose of the role:**

To work within the pastoral team to provide support for students. To support the Heads of Year to effectively track and monitor students' wellbeing, behaviour and progress. Liaise with external agencies to safeguard students and ensure appropriate interventions are in place.

**Main Activities:**

- To be a point of contact for students, their parents, staff and relevant external agencies.
- To support the Year Heads when teaching commitments make them unavailable
- Work within the pastoral team to promote positive student wellbeing.
- To track and monitor those students who require additional support through external agencies and case manage these students.
- To track and monitor attendance, punctuality and academic progress, implementing appropriate support plans where necessary
- To ensure clear lines of communication between Head of Year and staff to support students.
- To be available to Form Tutors and teaching staff as a day to day support.
- To deal initially, with all day-to-day issues regarding student welfare and safeguarding. (Be willing to undertake Early Help training)
- Ensuring support for the implementation of school policies in relation to behaviour management.
- Working with Year Heads to counsel the students according to the School's Discipline Policy and ensuring that relevant action is taken and that this is recorded on school systems
- To support the Head of Year with the creation of pastoral support and referrals to SEND for students with persistent issues
- To monitor and support pupils in their learning and encourage positive attitudes and behaviour in and around school.
- Creating opportunities to praise and reward students within the schools' reward systems.
- To attend and ensure the smooth running of Parents' Evenings and other key school events
- Involvement in organising the preparation of reports on students as required for parent interviews, case conferences.
- Organising and arranging contact with parents to ensure that they have full knowledge of student progress and pastoral issues in consultation with Heads of Year.
- Support in the preparation of information for further education/employment.
- Enforcing the uniform regulations and applying sanctions and rewards.

- Involvement in organising the practical aspect of any Rewards Days and End of Key Stage celebrations.
- To maintain and file records of pupils within key stage per year group using CPOMS.
- Frequently building positive relationships with vulnerable pupils and parents and those absent due to long term illness.
- Facilitate the smooth transition between Key Stages through effective communication and liaison with pupils, staff, parents and other agencies.
- To attend and contribute to Pastoral Team meetings.

This job description is not exhaustive and you may be asked to undertake other duties in line with the grading of the post.

July 2025