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| Job title: | **PROGRESS PARTNER (Teaching Assistant)** |
| Reports to (job title): | **DEPUTY HEADTEACHER OR KEY STAGE COORDINATOR** |
| Hours of work: | 36 hours/ 39 weeks (term time only) |
| Salary: | LSEAT Scale H12 to H17 – Starting salary £20,248 |

**MAIN PURPOSE OF THE JOB:**

* To achieve the highest possible levels of progress and achievement for all pupils at Bromley Beacon Academy (BBA).
* To support the Senior Leadership Team in creating lasting improvement in the quality of provision through supporting on teaching, learning and assessment with professionalism and high expectations.
* To develop systems to ensure all key performance indicators are able to be measured appropriately on a regular basis.

**KEY RESPONSIBILITIES OF THE JOB HOLDER:**

To contribute to the development and improvement of academy life for all pupils through effective support of teaching, learning and assessment.

**Main Responsibilities of Role**

1. To take a lead role in delivering learning activities to individuals and groups of pupils under an agreed system of supervision
2. To make a significant contribution to the planning and preparation of learning activities for specified individuals or groups
3. To provide the relevant teacher(s) with appropriate feedback and reports on pupil achievement, progress and development
4. To contribute to effective team practice by attending and participating in planned in-service training as appropriate
5. To promote the inclusion of all pupils within the classroom and being aware of different pupils’ specific needs.
6. To understand and respond positively to the physical, emotional and /or behavioural need of pupils and to encourage participation and independence
7. To promote and reinforce Academy policies, practices and procedures, including an understanding of child protection and health and safety responsibilities
8. To participate in multi-agency meetings when required
9. To liaise with parents/ carers as point of contact for learning support/ welfare issues
10. To take part in progress meetings to understand the progress that the students are making and to know how to further support them.
11. To be able to take cover lessons when required in the main subject that they are allocated to.
12. To contribute to updating key documents such as pupil passports and progress review documents.
13. To attend all professional development training.
14. To take part in curriculum planning
15. To take on an area to champion such as dyslexia, ADD etc
16. To take part/lead on event days

**Contacts & Relationships**

1. To work in partnership with both internal and external staff/ agencies to support the Teaching, learning and Assessment of the pupils.
2. To work with the SLT on the BBA development plan and any other academy wide plans as directed.
3. To attend team meetings and participate in activities that support the senior leadership team in the maintenance of teaching, learning and assessment.
4. To assist and support other members of staff to ensure the smooth running of the academy including involvement in offsite activities.

**General**

1. To work across the academy as directed by the Headteacher.
2. To carry out the duties and responsibilities of the post in accordance with BBA policies and relevant to health and safety guidance and legislation.
3. To use IT systems as required to carry out duties of the post in the most effective manner.
4. To participate in performance management and undertake training and professional development as appropriate.
5. To undertake other duties appropriate to the post that may reasonably be required by SLT.
6. To ensure that all services within the areas of responsibility are provided in accordance with BBA commitment to high quality provision.
7. At all times carry out the responsibilities of the post with regard to BBA Equal opportunity policies.
8. Attend school-based meetings and complete relevant administrative tasks.
9. Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of BBA.
10. Be physically fit and prepared to undertake positive handling training with all staff as required by the SLT.
11. Be prepared to use, and support other staff, using positive handling techniques as a last resort in conflict management.

**General:**

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time.

**PERSON SPECIFICATION:** Progress Partner

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| **Skills, qualities, experience** | **Essential** | **Desirable** |
| Level 3 or 4 Certification in specific subject area |  | √ |
| Level 2 or above in both English and Maths  | √ For Progress Partner |  |
| Excellent communication skills | √ |  |
| Experience of working with young people within a school environment | √ |  |
| Ability to interpret data | √ |  |
| To be flexible and adaptable | √ |  |
| Willingness to undertake training as required to fulfil role | √ |  |
| Ability to present to different audiences | √ |  |
| Ability to promote the ethos of the Academy | √ |  |
| To be positive and committed to inclusive education | √ |  |
| To be a good team player | √ |  |
| Competent IT skills | √ |  |
| A desire to establish, develop and embed structures, systems and procedure that will create an outstanding Academy. | √ |  |
| An understanding of national developments in the area of SEMH | √ |  |
| Ability to build effective working relationships with a range of partners and stakeholders. | √ |  |
| Ability to motivate colleagues and learners through a positive and professional attitude | √ |  |
| Strong interpersonal skills and an ability to communicate clearly both orally and in writing | √ |  |
| Ability to use key aspects of ICT to present data | √ |  |
| Ability to prioritise competing demands | √ |  |
| Ability to work as part of a team | √ |  |
| Excellent attendance and punctuality | √ |  |

# Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 21st Jan 2025

Next review date: January 2026

Headteacher/line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_