



Toynbee School

Bodycoats Road
Chandlers Ford
Eastleigh
Hampshire
S053 2PL

Appointment
of
Progress Director – Lower School

Contact Details:

Tel: 023 80269026

Email: recruitment@toynbee.hants.sch.uk

Website: www.toynbee.hants.sch.uk/recruitment

Application Details

I have enclosed with this pack the following details:

- The Pastoral Team
- A job description/role profile
- Letter from the Headteacher

An application form (support staff) is available to download from Toynbee School website. See link: www.toynbee.hants.sch.uk/recruitment

Employment Checks

Employment checks will be undertaken to establish positive outcomes in the following areas dependent upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check
(previously CRB disclosure)
4. Employment History
5. Qualifications
6. Health
7. References

Equal Opportunities Statement

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.

Pastoral Team

Core purpose of the Pastoral Team is to ensure that pupils are safe, happy and supported to achieve their potential.

Deputy Headteacher – Responsible for the leadership and oversight of all Pastoral, Safeguarding and Inclusion functions within the school.

Progress Director (Lower School) – Responsible for the leadership of pupil progress, standards and expectations in Key Stage 3 (Transition, Year 7 and 8)

Progress Director (Upper School) – Responsible for the leadership of pupil progress, standards and expectations in Key Stage 4 (Year 9,10,11)

Guidance Managers – Five Guidance Managers are each responsible for the leadership of their own Year Group and Tutor Teams. They are based in their own office in different parts of the school.

Vulnerable Pupil Coordinator – Responsible for Looked After, Post Looked After and Dual Registered Pupils.

Attendance Officer – Responsible for maintaining the pupil attendance systems, including first day absence contact, implementing the attendance policy and working alongside the Pastoral Administrator, Guidance Managers, SLT, Governors and the Local Authority in all matters relating to attendance.

Pastoral Assistants – Responsible for providing administrative support for the Pastoral team. This includes maintaining pupil records and systems, oversight of the Pupil Response system and supporting the Guidance Managers with pupil and parental communication, helping to ensure the smooth functioning of the Pastoral team.

Toynbee School Job Description

Post	Progress Director Lower School	Current Post Holder	
Allowance/ Scale	TLR 1b	Date Reviewed	
		Signed	

Accountability:

Responsible to the Headteacher and the Senior Leadership Team for the leadership of pupil progress, standards and expectations in the Lower School.

Job Purpose:

Director of Progress will 'Lead the Learning' of students in the Lower School. The Director of Progress will have a centralised overview of all the pupils in the Lower School. Promotion of Learning, high standards and expectations and developing pupil progress are central to the role.

Duties and responsibilities:

1. Maximise progress for Key Stage 3 pupils through the planning and delivery of appropriate tracking and intervention programmes.
2. To work with the Deputy Headteacher responsible for progress to ensure that all pupils are carefully monitored and that appropriate intervention has desired impact.
3. To liaise with departments in relationship to standards of learning in progress and ensure that individual pupils and groups are receiving the appropriate support.
4. Take responsibility for organising and implementing the standardised testing programme for Year 7. Present test results for all relevant stakeholders, ensuring appropriate intervention programmes are established focusing on improving pupil progress and outcomes.
5. Take an operational role in the Year 8 pupil options process under the direction of the Deputy Headteacher.

6. Use internal data, together with an understanding of local and national contexts, to identify the most effective allocation for 'catch-up' and Pupil Premium funding to improve pupil progress and outcomes, under the direction of the Deputy Headteacher.
7. To have responsibility for the leadership and implementation of Year 6 transition and Year 7 Induction, focusing on developing the operational and strategic elements of the process in line with the current context of the school
8. To keep parents and others informed of the progress pupils' make.
9. To coordinate parents, information and awards evenings.
10. To lead and contribute to staff, middle leader and governor meetings.
11. To monitor learning and identify pupils that are under-achieving and take appropriate action to improve their progress.
12. Provide reports for Headteacher/SLT/Governors/outside agencies on the key indicators (Progress, Attendance & Exclusions) for Key Stage 3. (using internal data)
13. Inform and promote awareness of pastoral and progress issues amongst staff.
14. To be aware of how pupils learn and accommodate need, contributing to Teaching Improvement Groups under the direction of the Assistant Headteacher.
15. Lead assemblies as directed by SLT.
16. Oversight of all pastoral support for Years 7-8 and Transition.
17. Leadership, management and performance management of Y7-8 guidance managers.
18. Other duties deemed suitable by the Headteacher that are deemed commensurate to the TLR.

Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering applying to be a Progress Director at Toynbee School. We are proud to be a holistic and inclusive school that promotes the highest expectations of our pupils. It is an exciting time in our development as a school and we are determined to further improve on our journey to become "outstanding". We are proud of our successful OFSTED inspections in 2015 and 2019, however, we are never complacent and know that there is always more we can do to improve Toynbee for pupils, staff and the wider community. Our pupils know that they are at the centre of all we do and as a result they play a significant role in shaping the school's improvement.

Toynbee is a friendly school with a strong reputation in the local neighbourhood for excellent results and delivering on its 'Personal Best ethos'. Our parents have described the school as "a gem in Chandler's Ford", and our pupils' aspirations and dreams for their future are the central focus of our work here. We believe that only through full participation in school life can our pupils become the most incredible person they can be. We want them to thrive and develop their potential through every opportunity offered to them, both within and beyond the classroom. Our pupils can enjoy exceptional teaching, with friendly and respectful support alongside some of the best extra-curricular provision the County has to offer.

Our academic curriculum is traditional and there is plenty of choice for all pupils' talents to be recognised. We pride ourselves on finding flexibility for individuals' needs and whilst this is provided for across the schools' academic and extra-curricular activities, it is especially evident in our Visually Impaired Resource Centre that supports VI pupils across Hampshire and beyond.

When pupils join Toynbee they are put into one of four houses and it is through our House System that pupils are given the chance to earn rewards, achievement points and enter inter-house competitions, which both reinforce and celebrate the gifts and talents of our pupils.

Alongside the impressive exam results our pupils achieve; we want them to grasp every opportunity to learn a new skill or participate in an event which stretches and enriches them. We believe that opportunities taken open doors and develop the whole person. None of this could be achieved without our excellent Guidance Support Team who enable our pupils to flourish and grow in confidence and ability during their time with us.

If you are ready for the next challenge in your career, and would like to be part of this dynamic, exciting journey, we look forward to receiving your application.

Yours sincerely,

Matthew Longden
Headteacher