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| **Job title:** | **Cohort Lead** |
| **Whole school area of accountability:****Grade:** | Teaching and learning responsibility for leading a cohort of classes (3-4 classes); Early Years and KS1, Early Learners, Intermediate Learners or Advance learners; Cohort leads will also be expected to lead a specific subject (see subject lead job description)***Payscale plus £4,809 leadership allowance*** |
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| **Responsible to:** | The headteacher, members of senior leadership team (SLT) and the governing body |
| **Line management responsibility:** | Teachers, ABA Supervisors and/or other staff deemed appropriate |

*This post is open to applications from Teachers or BCBA’s*

# Main purpose of the job:

# Take specific responsibility and accountability for the day to day management and organisation of your cohort of classes

# Be an excellent classroom practioner/ABA Supervisor

* Have an impact on educational progress beyond your assigned pupils
* Line manage and appraise identified staff
* Assist in the smooth running of the school at all times, including being responsible with the other middle leaders for the school in the absence of the headteacher, and other members of the SLT

###### Duties and responsibilities

In addition, carrying out the duties of a class teacher at FBS or an ABA supervisor at FBS (.6 in class [for teacher] or .6 of a caseload)

### Leadership and management

* Support and promote the vision and ethos of the school
* Contribute to, implement and evaluate the success of School Development Plan
* Ensure that the work of the team/whole school (as relevant) is inclusive and issues are addressed in curriculum and/or pastoral management
* Ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments
* Together with SLT, lead on the school self-evaluation process for your Cohort including lesson observations, monitoring of school standards and bringing about improvement
* As appropriate contribute to the writing of self-evaluation and policy documents
* Manage effectively the transition of pupils to and from your Cohort and within it
* Promote cross curricular approaches to teaching and learning
* Be a proactive and effective member of the middle leadership team
* Attend and contribute effectively towards the senior leadership team meetings as required and report back to Cohort.
* Be an effective role model for your team in terms of teaching, behavior and classroom management
* Undertake performance reviews with the SLT as appropriate
* Act as an effective line of communication between Cohort staff and leadership team including the link SLT member assigned to Cohort.
* Attend and Chair Annual Review meetings as directed by the EHCP administrator and SLT/HT.
* Work collaboratively across a range of multiple disciplines ensuring successful outcomes for the pupil (as the end goal).

#### Teaching and learning responsibility

* Lead, manage and promote high quality teaching and learning across the Cohort.
* Have overall responsibility and accountability for your cohort
* Lead regular meetings relevant to your cohort colleagues (across disciplines)
* Develop, demonstrate and/or promote teaching and learning activities appropriate to full age and ability range of pupils with autism.
* Conduct collaborative and timely monitoring of the quality of teaching and learning within the Cohort including joint observations, lesson planning, book monitoring that feed into the school’s overall quality of provision report

### Monitoring and assessment

* Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across your cohort
* Monitor standards including recorded work as relevant to your Cohort across the school
* Analyse, Assess and report on pupil’s progress and conduct progress meetings with class leaders (class teachers and supervisors) within the Cohort

# Manage resources

* Be responsible for the organisation, planning and evaluation of the school programmes as relevant to your Cohort
* Manage, monitor and accurately account for any budget for your cohort.
* Evaluate, organise and monitor the use of resources

# Staff development

# Act as a reviewer with the arrangements for the appraisal of all identified staff

* Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your cohort
* Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork within and across Cohorts and leadership teams.
* Ensure you keep up to date with current developments in research and/or policy relevant to your cohort and disseminate information as appropriate
* Work closely and collaboratively alongside SLT mentor link to ensure the whole Cohort’s skillset is developed in line with the needs of the pupils and school vision.

##### Other

* Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the headteacher, deputy and assistant headteachers
* Ensuring effective oversight of Cohort and up-to-date knowledge of staff allocations and deployment within Cohort.

# Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

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| **Signature of post holder** |  | **Date** |  **/ /** |
| **Signature of headteacher** |  | **Date** |  **/ /** |