**Assistant Team Leader Job Description**

**Assistant Team Leader Position**: Post 16 Department, Beaucroft School

**Reports to:** Deputy Headteacher (Post 16)

**Responsible for:** All Teachers in P16 Department alongside Post 16 Team Leader

Aa assistant team leader is expected to assume all the duties associated with those set out for a teacher and in addition assist the Post 16 Team Leader to lead the Post 16 Department teaching team, being responsible, alongside the Post 16 Team Leader, for the learning programmes and pastoral care of all children in the team.

**Person Specification:**

1. Demonstrates the skills and ability to be an effective leader for the Post 16 Department.

2. To be an effective communicator and collaborator with other teachers, school leaders, parents and students.

3. To be a positive role model for other teachers in the team – sound curriculum knowledge, effective pedagogy, enthusiastic, motivated, innovative and a willingness to accept challenges in a positive manner.

4. A willingness to actively support Senior Leadership to implement the school’s vision.

5. To be able to promote the school appropriately within the wider community.

**Specific Responsibilities:**

1. To support the Post 16 Team Leader with the day-to-day organisation and management of the Post 16 Department and Junior Department school events.

2. Maintain effective communication with School Leadership, Staff, Parents, Outside Providers and students regarding Post 16 Department events and programmes.

3. In the absence of the Post 16 Team Leader to co-ordinate and lead team meetings and ensure a copy of all meeting minutes are available for the Senior Leadership Team.

5. To support the Post 16 Team Leader to ensure that Post 16 Department teachers meet school requirements for planning and that school policies are adhered to.

6. To support the Post 16 Team Leader to ensure that all Post 16 Department teachers meet all school deadlines for assessments, data entry into BSquared, reporting, required documentation and class records (‘Teacher Tasks’).

7. Regularly meet with the Deputy Head (Post 16) during release time.

8. Ensure that the Steps approach is embedded in the practice of all staff within the Post 16 Department.

9. Monitor the progress of students in the Post 16 Department to ensure all students are making expected or accelerated progress (alongside Assessment Lead).

10. To support the Post 16 Team Leader with the induction of new staff members into the Post 16 Department and provision of guidance and support in implementing school-wide programmes.

14. To ensure that parents feel welcome, a part of the school community and have opportunities to understand how they can assist their children with their learning.

**Conclusion: ​**

The Post 16 Assistant Team Leader will support the Post 16 Team Leader with matters relating to the Post 16 Department including personnel, curriculum, student welfare, organisation, communication, home and school links and most importantly the achievement and wellbeing of their students.

**Assistant Team Leader Signature: Date:**

**Principal Signature: Date:**