

JOB DESCRIPTION AND PERSON SPECIFICATION

POST: Team Leader: Learning & Welfare, Oxford

RESPONSIBLE TO: Assistant Headteacher, Oxford

GRADE: **G11 Point 31 – 34**
(£34,728-£37,890, pro rata term-time only + 5 days INSET/annum, 37 hrs/wk)

Introduction

Where appropriate, this job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher, or other Senior Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

General Duties

Teachers will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

To follow Oxfordshire County Council & Meadowbrook College procedures with reference to safeguarding and child protection

Teaching (where relevant)

- Individual student and small group teaching across the curriculum at KS2, 3 and 4
- Set appropriate & demanding expectations for student learning, motivation and presentation of work
- Plan work, appropriately differentiated, in the context of the curriculum framework, examination syllabi and National Curriculum
- Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the behaviour and relationships policy
- Make regular assessment of student progress and contribute to the reporting process
- Supervise the placement of students on work experience
- Attend staff curriculum network meetings as necessary (at other sites where necessary)

Pastoral Support

- Oversee the pastoral care of all students
- Liaise effectively with parents/carers and home school

- Liaise closely with outside agencies, arrange and attend multi-agency meetings for students as appropriate
- To assist in preparing students for transition
- To manage student home/school transport arrangements for KS3/4 students
- Take the lead responsibility for tracking and monitoring the attendance of students and work with AHT to develop strategies to improve attendance and reduce persistent absence
- Take the lead responsibility for ensuring all behaviour and achievement is recorded and monitored in compliance with policy and practice
- To assume Key Worker responsibilities for individual students as required
- To assist in the college SEND procedures, supporting the Annual Review process, ensuring Pupil Profiles are implemented and kept up to date for students and deploying Learning Support intervention where appropriate

General Responsibilities

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of students, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

Main Responsibilities

In addition to the duties outlined above, you will be responsible for the following for which the TLR payment/higher grade is awarded:

Leadership and management

- Play a key role in efficient and effective day to day operation of the college site
- Responsible for leading and managing the staff team in order to ensure the best possible outcomes for all students
- Ensure all staff team members hold high expectations of learning and behaviour and communicate these to all students
- Work with the AHT to ensure a stimulating, safe and secure learning environment is developed and maintained within the KS3/4 Oxford base
- Monitor the quality of teaching and learning and offer staff support/coaching as appropriate
- To co-ordinate and manage staff in the daily operation of the KS3/4 timetable including breaks, lunch and transition times
- Support the referral and induction procedure for new students
- Assist in implementing, developing and evaluating policies and practice that lead to school improvement across the KS3/4 team under the leadership of the AHT
- Assist in implementing and reviewing the Strategic Development Plan
- Run staff briefings/de-briefings and weekly team meetings
- Ensuring the staff team maintain appropriate and professional standards in all areas of their work
- Meet with the AHT on a weekly basis
- Be responsible for Health & Safety as detailed in the Meadowbrook College Health & Safety Policy
- Comply with all safeguarding procedures at all times
- To ensure that relevant risk assessment forms and health and safety checks are completed prior to any offsite activities starting and liaising with external providers
- To ensure that all people involved in any lesson are supervised and safe, on and off-site
- To develop & maintain effective relationships with parents, carers, link staff in mainstream school and multi-agency teams as appropriate
- Attend SLT meetings at Harlow Centre as requested
- Monitor and enable staff well-being and report any concerns to AHT
- Deputise for the AHT as appropriate
- To support the cost centre management of the KS3/4 base in order to secure the best value use of resources

- Work closely with SLT and the Business Manager to ensure all premises, staffing and finance issues relating to the KS3/4 base are dealt with efficiently and effectively

Staff development

- Support the professional development of staff in order to ensure the highest quality of learning is available to students
- Assist the AHT with INSET training; including relevant planning and delivery
- Assist with the recruitment of new staff
- Facilitate effective and efficient induction of new staff to the team
- Assist in the performance management of staff and participate in the performance management process oneself
- To lead the Learning Support Team and support individuals to improve their practice in and out of the classroom

Curriculum Delivery

- Assist the AHT in developing the curriculum on the base and across the college
- Assist AHT in developing and maintaining the daily timetable
- Take responsibility for student progress in terms of achievement and attainment
- Lead responsibility for maintaining an appropriate learning environment including high standards of student behaviour

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Criteria	Essential	Desirable
Qualifications and knowledge	<ul style="list-style-type: none"> • Understand the importance of positive role modeling • Understanding of the importance of identifying potential barriers to learning and the importance of strategies to overcome these barriers • Understanding of what makes an effective team and how to get the best from staff • Demonstrate commitment to continuous professional and personal development • Knowledge of Google and basic computer functions • GCSE (or equivalent) English and Maths Grade C or above 	<ul style="list-style-type: none"> • Training in relevant areas eg Team Teach, Conflict Management, Restorative Approaches etc. • Achievement of, or working towards, a recognised teaching, youth work or other relevant Level 4. • Effective use of school/educational IT systems
Skills	<ul style="list-style-type: none"> • Ability to build positive relationships with young people, their parents and work closely with individuals and organisations • Ability to resolve problems fairly and without prejudice and recognise discrimination in its many forms • Ability to effectively manage a team • Excellent organizational skills, time-keeping, ability to priorities work, and work to deadlines • Committed to safeguarding, child protection and promoting the welfare of children and young people. 	<ul style="list-style-type: none"> • Ability to offer a specific skill that can further enhance the personal development of our students
Experience	<ul style="list-style-type: none"> • Significant experience of working with children and/or young people in either youth work or school settings • Experience or understanding of work in a diverse community and awareness of how to tackle issues of inequality and promote social justice • Experience of leading a staff team in the running of a programme • Experience of working with disaffected and vulnerable young people with challenging behaviours 	
Other requirements	<ul style="list-style-type: none"> • Current Driving License and a willingness to use own car. • The ability to travel independently to a variety of premises, sometimes at short notice • Satisfactory Enhanced Criminal Records Bureau disclosure. 	<ul style="list-style-type: none"> • Qualified to drive a minibus