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**Team Leader Post 16 – Job Description**

Responsible to: Vice Principal(s)

Scale: MPS/UPS (fringe) + TLR 2c + SEN 1

Job description effective from: 1st January 2020

Conditions of employment: Current edition of the School Teachers’ Pay and Conditions Document (STP&CD).

This post requires the holder to have a DfE teacher number and to have Qualified Teacher Status.

The post holder should be familiar with the Teachers’ Standards 2012.

NB. This job description may be amended at any time after consultation with the post holder. This post may be subject to review at any time, after due notice being given to the post holder.

**Main purpose of the job**

To be responsible for the day to day management of the Post 16 Provision, including oversight of the deployment of staff, teaching and support; to include HLTAs.

To be responsible for the quality of teaching, learning, recording and assessment across the Post 16 Provision.

To be responsible for the development and maintenance of excellent communications between the Provision, parents, carers, guardians and supporting agencies.

To proactively support the co-ordination of multi-agency preparing for adulthood plans for all pupils to support successful transition beyond school.

**Leadership**

To be a member of the Senior Management Team, including taking responsibility for delegated performance management tasks across the Academy.

To lead on the development of an agreed area/s of the whole school organisation.

To prepare action plans for the development of the Provision and contribute to the Academy Development Plan.

To ensure that they (the post holder) are fully up to date with all current issues relevant to their post, including equal opportunities.

To act as the initial contact for safeguarding issues at Post 16 and attend and update relevant level training (DSL) for this.

**Performance Management**

Under the national requirements for teachers’ performance management, the post holder will be included in the school’s P.M. program and may be required to contribute to the assessment of staff in their capacity as a senior manager.

**Management, including staff, resources and the curriculum**

To provide regular feedback about the delivery of their responsibilities to the specified line manager, SLT, staff, Governors, School Improvement partner and representatives from outside agencies as may be engaged by the school as appropriate.

To establish clear expectations and constructive working relationships among all staff involved in the Post 16 Provision.

To manage any budgets delegated to them, including the Post 16 Provision budget.

To work with the Principal and the Vice Principals to monitor the teachers’ planning folders.

To liaise with the Vice Principal on matters of the quality of teaching and learning in the Post 16 Provision.

To manage Transition Links, monitor the quality of provisions and develop the Transition Links program to reflect the needs of current cohort.

To work with the Principal to support development of new Post school provision within the Local authority through joint work with Health and Social Care.

**Responsibilities to ensure the Quality of Education**

To work with colleagues and external agencies to prepare, monitor and develop personalised accredited work programmes appropriate to the needs of Post 16 students.

To prepare annually an action plan to support the development of the Post 16 Provision.

To ensure that appropriate resources are available to support the Post 16 Provision individual work programmes.

To monitor the quality of delivery of the Post 16 Provision work programmes.

To advise and support staff to deliver the Post 16 curriculum.

To provide advice to staff with regard to individual pupil needs both in regard to education and care and ensure that there is planning in place to secure student progress.

To ensure that student achievement is recorded, assessed and individual records are maintained.

To prepare reports and evaluations of the work of the Post 16 Provision for a variety of audiences, to include staff, Governors and wider audiences.

To work under the leadership of the Vice Principal and Principal to develop and monitor the Post 16 Provision insuring that personalisation is relevant to each cohort of pupils, including vocationally related activities.

To organise and make arrangements for access to agreed courses and activities with the local providers. This might include FE provision and/or social care/health provision. To implement and monitor timetable arrangements for these links.

To ensure that individual student evidence from activities and courses provided outside of the school is accredited via the Academy’s accredited courses framework.

To liaise with parents and staff from main site to plan appropriate programmes for incoming students, and to liaise with providers of post school placements to arrange appropriate transition programmes.

To work with parents and carers to maximise individual student achievement and to support and prepare them for post school transition

To liaise with and manage the work of supporting agencies coming into the provision.

To maintain clear, detailed records of the work of the Post 16 Provision, including health and safety and safeguarding records

To undertake teaching responsibilities within the Post 16 Provision.

**Responsibilities to the Academy’s outreach support services**

From time to time the post holder may be required to undertake particular professional activities in support of the Academy’s outreach services, which may include working with colleagues and pupils in other school settings.

**Personal qualities**

To set an example as a team member.

To demonstrate excellent organisational skills.

To demonstrate excellent verbal and written communication skills, and to model exemplars of good practice to team members.

To demonstrate diplomacy, tact and sensitivity when dealing with internal / external audiences, including education, health and social care colleagues, support staff, teachers, parents / carers and pupils and other agencies.

To be a competent user of ICT based management systems.

**Health and Safety**

To ensure the safeguarding of students and staff at all times.

To observe the requirements of and implement the Academy’s Health and Safety Policy.

To understand their (the post holder’s) responsibility for H&S issues in their place of work.

To ensure that risk assessments relevant to the Provision’s activities are completed.

To act as the initial contact for safeguarding referrals for Post 16 pupils and work closely with the Principal who maintains the role as DSL

**Data Protection/GDPR**

The post holder will:

* comply with the Academy’s policies about the protection of data and GDPR
* comply with legal requirements placed on the Academy by GDPR
* not act in a manner that would bring the Academy, Governing Body or Thurrock Council into disrepute
* ensure that GDPR security standards are implemented and maintained for all data held by the Academy

**General**

Job Evaluation - this job description has been set out in such a way as to allow for job evaluation.

Other duties - the duties and responsibilities set out in this job description are not restrictive and the post holder may be required to undertake additional duties from time to time. Any such duties should not however substantially change the general character of the post.

Equal opportunities - the post holder must carry out their duties with full regard the equality policies of the Academy and national legislation.

**To undertake other duties that might reasonably be expected to be undertaken by a post holder at this level as directed by the Principal or their delegated representatives.**