



Post Title	Team Leader
Hours	37 hours per week
Weeks	39 weeks per year
Scale	6

Statement of Purpose

Under the direction of line manager have responsibility for agreed learning activities and co-ordinate timetable and duties of the learning support team at the assigned site.

Support to Students

- Work across the curriculum, acting as specialist assistant for specific subjects or departments, helping to plan lessons and develop support materials.
- Work closely with teachers, complementing their role and allowing them more time to develop each student to their potential including working under an agreed system of supervision of a teacher who need not be present at the time.
- Support students learning in a range of classroom settings, including working with individual students, groups or whole classes where the assigned teacher is not present eg short term absence undertaking elements of 'specified work'.
- Implement and deliver agreed work programmes to individuals or groups both within and out of the classroom, enabling students to access learning activities and structured programmes overcoming barriers to learning.
- Support and provide care and welfare for students who may have severe learning disabilities, SEN, complex disabilities, medical needs, behaviour and/or emotional difficulties or social development needs to enable them to participate in learning activities and implement structured learning programmes to enable them to develop relationships with others and to participate in learning activities.
- Provide specific support including the provision of specialist skills as appropriate eg literacy and numeracy and contribute to the planning of differentiated learning activities, having awareness of child development and student learning.
- Accurately record and report on the development, progress and attainment of students.
- Assist students to overcome social and emotional barriers to learning to raise aspirations and self-esteem.
- Contribute to the management of student's behaviour, dealing with any disruption and subsequently report and provide feedback to senior staff.
- Promote independent learning.
- Liaise with other team members and parents/carers (if required) in a professional manner.
- Liaise with the in house assessor and exams officer regarding access arrangements. Discuss with students, ensure that the arrangements in place are the usual way of working for the student. Give input into the information held for each student.

Support to Staff

- Line manage/supervise a team of staff under the direction of line manager.
- Operational day to day responsibility for learning support staff at a site including coordination and facilitation of access arrangements for internal and external assessments.



Support to School

(This list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/works/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the school day.

This job description is not intended to be a complete list of all duties and responsibilities of this role. The post holder may be required to carry out other duties and related tasks, the responsibility level of any other duties should not exceed those outlined above.