# **Job Description –Area Team Lead**

**Post:** Area Team Lead

**Role:** The Area Team Leader will lead a cluster of subject specialisms to ensure outstanding outcomes for students. This will include leading; the teaching and learning; curriculum provision standards of progress and attainment; behaviour and safety and ensuring that the social emotional aspects of learning in your subject are developed.

**Salary:** Leadership- L1-5

**Responsible to:** Area Team Leader

## Core Purpose

The Area Team Leader shall carry out the professional duties as described in the School Teachers Pay and Conditions Document.

The Area Team Leader will work collegiately, as a key part of the Extended Leadership Team under the direction of the Assistant Headteacher to provide clear, cohesive leadership across their area of responsibility.

He/she will lead by example, provide inspiration and motivation and embody, for all staff, the vision, core values, purpose and leadership of the Olive Academy.

The Area Team Leader will have specific responsibilities and line management but will work flexibly as the needs of the academy emerge and develop.

## Leadership

* Demonstrate the highest quality of teaching, learning and assessment through own practice.
* Working with the leadership Team to develop the shared vision and strategic plan for his/her areas of responsibility.
* Write and implement coherent action plans around their area of responsibility.
* Sustain a current knowledge of developments in strategy, thinking and practice in their key areas.
* Maintain documents which track and evaluate student progress.
* To lead on the Olive Academy Progress cycle in the Area Team.
* To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
* To oversee day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
* To performance manage the Area Team teachers.
* To lead on the self-assessment of the Area Team.
* To be a member of the Academy’s wider Leadership group.

## Students and staff

* Work with the leadership team and staff to ensure the successful implementation of the school improvement strategy.
* Be a visible presence around the Academy promoting positive behaviour and ensuring the smooth running of the academy day.
* Demonstrate consistently good/ outstanding teaching and coach teachers within the area to engender best practice.
* Line manage the Area Team teachers providing them with support and challenge to instil a strong sense of accountability.
* Demand ambitious standards for Olive Academy students to positively improve their life chances.
* Model creativity, integrity and resilience, with a mindful view of his/ her own wellbeing and that of those around them.
* Quality Assure the teaching, learning and assessment within the Area Team.
* 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
* To ensure that the SEMH offer across the Area Team is effective in supporting students to achieve well.
* To ensure SMSC and British Values are embedded, tracked and analysed throughout all aspects of Area Team curriculum

## Systems and Process

Hold and effectively manage any budget for the Area Team, being accountable for planning and allocating resources across the teaching groups and over the academic year

* Work with the SLT lead and other Area Team leaders to implement well considered, efficient and effective systems and processes within the Area Team.
* Take on specific leadership and management tasks related to the day-to-day running of the Area Team.
* Undertake administration and organisation of the faculty as requested by the Headteacher.
* Any additional tasks by agreement with the line manager, which are commensurate with the responsibilities and remuneration for this post.

## Leading School Improvement

* Inspire, challenge, motivate and empower others to attain ambitious outcomes.
* Drive standards and expectations across the faculty to maximise student attainment by ensuring all teachers are planning to secure accelerated learning
* Have a strategic overview of and be accountable for progression within the teaching groups, subjects and key stages across the faculty
* Lead the analysis of progress data through the progress cycle.
* Lead the development of appropriate assessment recording and reporting procedures in line with whole school policy; assessing against targets to ensure rigour and accountability of student progress at all levels
* Ensure accurate examination entries are made and meet deadlines in respect to this to avoid late fees.
* Play an active part in shaping the direction of teaching and learning across school by being part of the OA-Th Teaching and Learning Team.
* Provide outstanding development opportunities within the Area Team through collaborative planning for progress, peer work scrutiny and sharing good practice, so that colleagues' day-to-day teaching is at least good in respect to their practice and leads to rapid and sustained progress for students.

Coaching

* Under the guidance of the AHT PDBW, to act as a coach to a group of students
* The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.