**Bourne Westfield Primary Academy**

**Job Description – Teaching School Operational Lead**

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| **Job Title** | Teaching School Operational Lead |
| **Grade** | Salary L3 (0.6fte) – can be flexible around days |
| **Reports to** | Director of Teaching School |
| **Liaison with** | Teaching staff, support staff, SLT, pupils, Governors and other stakeholders, other teaching schools and schools |
| **Job Purpose** | Work closely with the Teaching School Director to play a key role in the management of the Teaching School |
| **Disclosure Level** | Enhanced DBS check required |
| **Principal Accountabilities** | Reporting to the Director of Teaching School |
| **Duties** | **Main duties and responsibilities:*** To lead, develop, coordinate and drive forward the teaching, learning and assessment improvement activities
* To assist in the planning and organisation of conferences
* To assist in the financial management of Teaching School activities and returns to the DfE
* To plan and write school support bids
* To manage the recruitment, training and deployment of SLEs
* To work with schools and sub contracted partner providers to improve and enhance the training and learning experience provided to learners
* Act as a role model of excellence to all teaching/training staff delivering training and learning to delivery teams
* Form part of the Teaching School delivery team to act upon assessment and participant feedback, achievement levels, promotion of good practice and opportunities for continuous development
* Source, propose, plan, prepare, deliver training programmes/experiences and advise on teaching/training and learning and assessment programmes to continuously develop good practice
* Work with teaching school colleagues to develop a range of teaching/training and learning methods, materials and approaches to contribute to learning resources to meet individual school needs
* Keep abreast of local and national developments and research to ensure high standards of teaching training and subsequently learning
* Identify any areas of poor learner achievement and work with school leaders and their staff teams to agree actions to address problem areas
* Observe, assess and provide feedback on training quality levels from observation and assessment as part of the performance review process
* To attend and contribute to LTT meetings (Lincolnshire Teaching Schools Together)

**Other responsibilities:*** To uphold and promote all school and teaching school policies, promoting those specifically applicable to this area of work, including the Equality and Diversity and H&S policies and procedures and attend training as requested
* To comply with all school standards and expectations, including IT procedures and practices and safeguarding policy and practices
* To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training
* To be conversant with and participate in activities and developments at a school, regional and national level which are relevant to the post
* To present and promote an appropriate public image in representing Keystone Teaching School and LTT
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| **Management of People** | There is no line management at this time. |
| **Contacts and relationships** | The post holder will have contact with LTT teaching school directors and operational leads |
| **Decisions, Creativity and Innovation** | The post holder will be an integral member of the teaching school team. This requires being flexible and responsive and an effective team member. The ability to prioritise work and identify, diagnose and solve problems before they affect the operation of the teaching school is essential. |
| **Work Environment** | The post holder will be required to carry out a number of tasks within a given timescale and will need to prioritise, however, this does not impact on the overall programme of work. |
| The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. There will be occasions where the working day will need to be extended or evening meetings will need to be attended. |

**The school is a NON SMOKING site and employees are not permitted to smoke anywhere within the school grounds.**