

JOB DESCRIPTION THE HELIX EDUCATION CENTRE

Job Title: Teacher-In-Charge, Royal National Orthopaedic Hospital

Salary: LR 12 – LR 16 (Outer London)

Reports to: Head of EOTAS Service & Deputy

Date: May 2017

ROLE PURPOSE

The Teacher-in-Charge (TIC) will have the lead role in the H-RNOH Service, providing vision, leadership and direction for the service, and alongside the Head of EOTAS Service & Deputy, will ensure the service is managed and organised to meet its aims and core values. The TIC will promote a secure foundation from which to achieve high standards in all areas of the service's work as planned, reviewed and evaluated annually through the Service Development Plan.

The H-RNOH Service aims to ensure that all children and young people undergoing treatment have access to appropriate education, taking into account every pupil's individual needs and providing a broad and balanced curriculum. The service seeks to promote the emotional, social, health and educational development of the whole child. Education is an integral part of the therapeutic programme and as such, education is delivered through a co-operative partnership between education staff, other members of the hospital multidisciplinary team and the young person's family.

The TIC is responsible to the Head of EOTAS Service & Deputy. The service is line-managed by the Head of the EOTAS Service.

Generic Duties/Accountabilities

1.	To ensure compliance with your responsibilities as laid out in the council's equal opportunity policy and take an active role in promoting equality and diversity to Harrow's diverse community. Comply with The Helix Education Centre, Harrow Council & RNOH policies regarding Behaviour Support, Child Protection and Physical Contact and Restraint.
2.	To ensure compliance with your responsibilities as laid out in Harrow Council's Health and Safety Policy and take an active role in promoting a positive health and safety culture.
3.	To promote and participate in Harrow Council's Investors in People (IIP) individual performance appraisal and development initiatives and information management best practice.
4.	To ensure compliance with Harrow Council's Information Security Policies and maintain confidentiality.

Main Responsibilities

1. Strategic Direction and Development of the Service

1.1	Work with the Head of the EOTAS Service to contribute to a shared vision and strategic plan, which is clearly articulated, shared and acted on by all.
1.2	Act as a “sounding board” and “critical friend” to designated staff, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Head of the EOTAS Service and Management Committee.
1.3	Motivate and work with others to create a shared culture and positive climate.
1.4	Support the Head of the EOTAS Service to ensure policies and practices take account of national and local policies and initiatives.
1.5	Encourage creativity, innovation and the use of appropriate new technologies to achieve excellence.
1.6.	Assist the Head of the EOTAS Service in providing professional leadership for the service which secures its success and continuing improvement, ensuring high quality education for all pupils and improved standards of learning and achievement

2. Teaching, Learning and Assessment

2.1	Ensure all pupils’ individual needs are identified to ensure effective progress
2.2	Ensure the highest quality of teaching and learning, to enable pupils to achieve to the best of their ability, appropriate to their changing circumstances and degrees of well-being.
2.3	Ensure a consistent and continuous focus on pupils’ well-being, engagement and achievement, using qualitative and, where and when appropriate, quantitative data to monitor the progress of every pupil.
2.4	Lead and co-ordinate with the Helix Service Examinations Officer the implementation of Examinations support and entries with respective examination boards, including monitoring submissions, staff training and scrutiny of outcomes.
2.5	Work with the Head of the EOTAS Service to ensure that well-being, engagement and learning are at the centre of strategic planning and resource management.
2.6	Ensure a culture and ethos of challenge and support where all pupils can be supported to achieve and to recognise achievement in a multiplicity of contexts.
2.7	Demonstrate and articulate high expectations and set stretching targets for the service.
2.8	Lead and manage staff to organise and implement a diverse, flexible, creative and engaging curriculum supported by an effective assessment framework.
2.9	Work with the Head of the EOTAS Service to monitor, evaluate and review classroom practice and promote improvement strategies
2.10	Cover for staff absence if required

3. Developing self and working with others

3.1	Work alongside the Head of the EOTAS Service to build a collaborative learning culture across the service and actively engage with other professionals in the hospital and community, to build effective multi-disciplinary partnerships.
3.2	Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal.
3.3	With the Head of the EOTAS Service, lead on Staff CPD across the service, identifying training needs, embedding self-evaluation and peer training and promoting staff development.
3.4	Co-ordinate pupil outcomes in liaison with teachers.
3.5	Ensure effective planning, allocation, support and evaluation of work, undertaken by teams and individuals, ensuring a clear delegation of tasks and devolution of responsibilities.
3.6	Acknowledge responsibilities and celebrate achievements of individuals and teams
3.7	Regularly review own practice, set personal targets and take responsibility for own professional development and performance.
3.8	Manage own workload and that of others to allow and appropriate work/life balance

4. Leadership and Management

4.1	Establish and sustain an organisational structure which reflects the service values and enables the management systems, structures and processes to work effectively in line with legal requirements.
4.2	Contribute to and implement clear evidence-based improvement plans and policies for the development of the service.
4.3	Support the Head of the EOTAS Service to recruit, retain and deploy staff appropriately and manage their workload to achieve the service's educational goals and priorities.
4.4	Support the Head of the EOTAS Service to implement successful appraisal processes with the staff.
4.5	Ensure there is due regard for the safeguarding of pupils.
4.6	Manage and organise the service classrooms and environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
4.7	Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed, to improve the quality of education for all pupils and provide value for money.

5. Securing Accountability

5.1	To ensure the pupils enjoy and benefit from a high quality education.
5.2	Support the service ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
5.3	Assist the Head of the EOTAS Service to report to the Management Committee, providing information and reports, to enable the Committee to meet its responsibilities.

6. Strengthening Community	
6.1	Collaborate with other agencies in providing for the physical, spiritual, moral, social, cultural and emotional well-being of pupils and their families and their academic progress.
6.2	Create and maintain effective partnerships with parents/carers to support and improve pupils' achievements and personal development.
6.3	Develop and maintain effective partnerships with other schools, local institutions and the health professionals across the service and in pupil's home schools.
7. General Responsibilities	
7.1	The duties and responsibilities of this post are to be carried out in accordance with the provisions of the school Teacher's Pay and Conditions Document.
7.2	Undertake any other duties reasonably deemed appropriate as may be delegated by the