**Position: Leader of Learning for Level 1 BTEC and Teacher of SEN**

[TLR 2a]

**Strategic direction / inspirational leadership**

* Develop the planning of all Level 1 BTEC courses and to lead on moderation and submission.
* To take a lead role on the planning and implementation of any Functional Skills or entry level courses.
* To deliver KS3 SEN and alternative provision lessons as directed.
* To work alongside the Careers Advisor and SENCo in regard to SEN post 16 destinations and to keep appropriate records.
* Be involved in the target setting process for the department and the contribution it makes for whole school targets.
* Develop and maintain key planning documentation including SEF, DIP.
* Represent the department at appropriate meetings.
* Identify gaps in attainment of underachieving students, so that all students make good or better progress, liaising with Deputy Headteacher – Teaching and Learning as appropriate.
* Promote whole school Literacy.

**Teaching and learning**

* Teach a timetable commensurate with the position and responsibilities.
* Be aware of current developments within the subject area and teaching and learning generally to ensure the department is at the leading edge of practice and performance.
* Implement strategies to raise and maximise attainment within the department.
* Lead on curriculum development within Level 1 teaching and give clear guidance to possible support staff who may deliver aspects of the course.
* Actively promote literacy through the work of the department.
* Be responsible for departmental monitoring through lesson observation.
* To work alongside the Assistant Headteacher - SENCO to ensure the Literacy focus is embedded and the needs of students are understood.
* To work alongside the Assistant Headteacher – SENCO in identifying level 1 and entry level learners.
* Ensure colleagues understand students’ learning needs and differentiate the learning activities to maximise student progress.
* Encourage and provide opportunities for colleagues to reflect upon and modify practice in order to improve student outcomes.
* Create stimulating learning opportunities for colleagues and students and encourage them to take risks and develop a ‘can-do’ approach.
* Ensure that schemes of learning reflect the goals and aspirations of the school and subject area.
* Ensure effective use of assessment for learning in all lessons.
* Ensure student voice is used to improve lessons and schemes of work.

**Leading and managing staff**

* Lead Departmental meetings.
* Ensure that line management is effective and evidenced.
* Understand, support and direct the learning needs of students following courses in your department.
* Enable further staff development to improve outcomes.
* Increase accountability, with staff evidencing achievements against agreed expectations and performance criteria.
* Undertake performance management reviews of identified staff within the SEN department.
* Develop and share a departmental vision and strategy, in-line with SIP.
* Inspire, lead, motivate and develop team members to ensure that DIP/SIP are achieved and that staff utilise a wide range of strategies to promote learning and maximise progress.
* Engender a sense of identity that shares a common ethos and culture that is responsive to cohort needs.
* Use data from Exam results, FFT, Raise Online, CATS, ALPs and internal school data to evaluate the performance of the department.
* Ensure Quality Assurance by leading regular subject team learning walks, lesson observations and work scrutiny activities.
* Lead and oversee the marketing of your curriculum area, including preparing subject summaries and guidance for parents and students.
* Collate and share best practice amongst the team members to improve outcomes.
* Enable departmental members to achieve higher levels of personal performance.
* Use target setting intelligently and to ensure subject targets are met.
* Facilitate the development of inspirational learning resources and schemes of work.
* Develop appropriate inset as required for Performance Management to run effectively in conjunction with Deputy Headteacher – Teaching and Learning.
* Assist the Headteacher in day-to-day management of the school.
* Act as line manager for staff within the SEN department.

**Efficient and effective deployment of staff, pupils and resources**

* Deploy departmental staff effectively, liaising with the Deputy Headteacher - Curriculum and Staffing.
* Contribute to collaborative work with other schools as appropriate.
* Develop positive and empowering relationships between staff and students.
* Lead experiential learning to engage students, ensure progress and inspire learners across the department.
* Inspire colleagues and young people to foster positive relationships.
* Create a positive learning environment in which team members feel inspired to teach and students inspired to learn.
* Insist on high expectations of colleagues and students’ work and behaviour.

**Accountability**

* To the Deputy Headteacher - Curriculum and Staffing for curriculum development and staffing deployment and Performance Management.
* To the Deputy Headteacher – Teaching and Learning for monitoring and intervention within the department.
* Provide reports for the Headteacher and governors as required.
* Complete returns for the Local Authority, Department of Education and other outside agencies as required.

**General**

* Take an active role in the day-to-day management of the school.
* Play a full and supportive role in the life of the school in the maintenance and raising of standards of work, behaviour and dress.
* Promote effective interpersonal relationships between students, staff, governors and parents.
* Contribute to the development of effective collaborative and open leadership and management.
* Have regard for Health and Safety regulations within the department.
* Maintain clear expectations, high standards of professionalism and collaboration to meet the School’s Improvement priorities.

The job description is not exhaustive and the post holder will be expected to undertake other duties as reasonably requested by the Headteacher.