

ASSISTANT TEAM LEADER JOB DESCRIPTION



JOB PURPOSE

As an Assistant Team Leader (ATL) you will assist the Team Leader in providing leadership and direction for the teams of staff they are responsible for in line with the strategic objectives and targets as outlined in the annual Transformation Plan.

DUTIES

- Ensure that the curriculum resources for the team are sufficient to support teachers to deliver a curriculum that meets our policy objectives and supports others to deliver lessons that are effective.
- Secure good and better teaching and learning throughout their team to ensure outstanding progress for all students in line with the College ethos.
- Secure good and better examination results across the areas that they are responsible for.
- To liaise with a Team Leader.
- To identify and implement appropriate strategies for staff and students to achieve success and realise their full potential.
- To manage student behaviour so that disruption is unusual.
- To manage relevant staff so that they perform at a high standard.
- Use data and analysis to ensure that intervention is deployed quickly and efficiently to guarantee outstanding student outcomes.
- To work with a range of both internal and external stakeholders to secure the commitment of the wider community to the ethos and vision of the College.

TEACHING AND LEARNING

- Aim to consistently deliver good and outstanding lessons and support others to achieve the same.
- Lead the development of the curriculum and associated resources including schemes of work as required.
- To continue to develop own practice and that of others through training and collaboration using new technologies when appropriate to improve learning and leading by example.

STAFF DEVELOPMENT

Assistant Team Leaders will be committed to both their individual professional development and the development of the staff for which they have responsibility.

FEDERATION

- To familiarise yourself and comply with the Federation rules, policies and procedures in force including those contained in the Staff Handbook.
- Support the vision and ethos of the Federation.
- Uphold Routines for Learning and uniform.
- Contribute to monitoring and evaluating the success of the Federation.
- To proactively respond to issues identified in the Transformation Plan to bring about sustained improvement.
- Contribute to the range of extra-curricular opportunities on offer to students.
- Any other reasonable duties as requested by the Executive Principal.

This role is undertaken in conjunction with the role of teacher therefore please also refer to this job description.

SAFEGUARDING, HEALTH AND SAFETY

All staff are responsible for ensuring safeguarding, health and safety policies and procedures are enforced in line with Federation policy and current legislation.

This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature undertaken within the role are not excluded because they are not itemised.

TEAM LEADER PERSON SPECIFICATION

| | Required | Desirable | Evidence |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Teaching and Learning | <p>Has a consistent record of delivering lessons at good or better.</p> <p>Has evidence of good examination outcomes for own teaching groups.</p> | | Lesson observations, examination outcomes as evidenced in letter of application. |
| Leadership and Management | Has evidence of significant impact on the educational progress of students other than the teacher's assigned classes or groups of students. | Has had significant responsibility including line management of a number of people. | Letter of application and interview including evidence of examination results for a team of teachers. Interview. |
| College Review | <p>Evidence of using data to inform planning and improved outcomes.</p> <p>Implement plans to a successful conclusion.</p> <p>Review plans to demonstrate reflection on success.</p> | Has evidence of monitoring and intervening with teaching staff to improve performance. | Letter of application and interview. |
| Liaison | Has established excellent relationships with a range of stakeholders including Senior Leadership Team, teachers, students and parents. | | Interview. |
| Staff Development | Has a proven track record of leading, developing and enhancing the teaching practice of other staff. | Has begun or completed a masters degree or further relevant leadership course. | Interview and letter of application. CV or application form. |