



THE HOWARD PARTNERSHIP TRUST OXTED SCHOOL



TEACHING AND LEARNING FACILITATOR

Grade	Job Title	Capsule Job Profile	Competencies	Qualifications, Training and Development
Surrey Pay S6 (£14,654 - £16,814 pa pro rata) (£20,628pa - £23,669pa FTE)	Teaching and Learning Facilitator 30 hours per week 39 weeks per year (term-time plus INSET days)	<p>The role of a Teaching and Learning Facilitator is to support learning and teaching within the school, by helping maintain consistency of teaching and supervision. Assisting teaching staff with administrative elements of their role.</p> <p>Responsible for supporting students in their lessons and assisting teaching staff</p> <p>Main Duties:</p> <ul style="list-style-type: none"> To supervise cover work that has been set in accordance with school policy To help students complete set work when covering a lesson, collecting work after the lesson and returning it to the appropriate teacher To monitor student progress of set tasks and report back to the class teacher To manage the behaviour of students whilst they are undertaking set work to ensure a safe and orderly environment To report back as appropriate on the behaviour of students during classes, and any issues that arise To respond to any questions from students on set work, where Teaching and Learning Facilitators ability allows, and/or to refer students to discuss matters with their class teacher To deal with any immediate problems or emergencies according to the schools policies and procedures To complete tutor group register at set registration times To assist teaching staff with the preparation and organisation of learning resources <p>To complete administration tasks required by allocated department, to include:</p> <ul style="list-style-type: none"> Preparing worksheets from drafts Overseeing the storage of resources Preparing computer based activities Managing the distribution of learning resources to staff and classes Stock taking and maintaining the resources in storage areas Managing student assessment materials Collating and inputting student assessment data Managing displays in teaching spaces and corridors Preparing any trips that the department may be organising 	<p>Post holders should demonstrate the competencies identified from the list below:</p> <ul style="list-style-type: none"> Evidence of career progression/Continuing Professional Development The ability to work to and achieve high standards The confidence, competence and temperament to be an excellent role model. Ability to interpret data and develop intervention strategies to improve students' learning The ability to communicate effectively to a range of audiences, in writing and in person Competent user of ICT Excellent organisation and ability to prioritise Being able to work on own initiative as well as within a team The ability to motivate and the vision to manage change effectively 	<p>Good general education.</p> <p>Recognised training qualifications or experience.</p> <p>There will be specific responsibilities attached to the post dependent on individual skills and experience.</p> <p>Good general education to GCSE Level in English, Maths and Science – Grade C and above or equivalent.</p> <p>Intermediate experience of MS Word to include Excel and Outlook.</p> <p>Post holder should demonstrate a commitment to on-going professional development.</p> <p>Training and development to include:</p> <ul style="list-style-type: none"> Induction Training On the job Training Familiarisation with Trust policies and practice Support Staff Performance Management Programme Safeguarding Training <p>The post holder will be expected to participate in training and personal development opportunities.</p> <p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).</p>

		Other Duties <ul style="list-style-type: none"> • Work with individual and small groups to develop basic skills e.g. literacy, numeracy, social skills etc within the nurture group • Supporting the Inclusion Team in an area of your strength • Any other duties which are pertinent to the role • Maintain confidentiality in and outside the workplace with particular regard to data on the School's computer systems • Be pro-active in matters relating to health and safety • Support aims and ethos of the School, setting a good example in terms of dress, behaviour, punctuality and attendance 		<p>THPT is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>
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