

## Job Description & Person Specification

<b>Job Title:</b>	House Lead
<b>Service / Provision:</b>	Uplands School
<b>Job Family:</b>	Teaching & Learning
<b>Line Manager:</b>	Headteacher
<b>Salary Band:</b>	MPS + SEN1 + TLR 2A
<b>Annex</b>	Please ensure you refer to Annex 1 with this Job Description

The duties outlined are in addition to the ones stated in the latest School Teachers' Pay and Conditions Document that you will automatically be required to meet. You will be required to undertake leadership duties as described below and have a maximum of a 0.8 teaching commitment.

The job description is to be performed in accordance with the provisions of the School Teachers pay and Conditions of Service Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the burgundy book) and to locally agreed conditions of employment.

### Key accountabilities, duties and responsibilities

#### Leadership & Management

- Support the Headteacher, Senior Leadership Team and Governors in establishing a vision for the future development of the Education Provision (EP), setting out high expectations, and maintain the whole EP ethos and vision
- Contribute to the creation of an inclusive and supportive learning environment.
- Contribute to the School Improvement Plan
- Day to day management and leadership of teachers and TAs, including cover
- Support the CPD of teachers and TAs in the house.
- Support the house requirements for mental health and wellbeing initiatives.
- To manage the House budget

#### Achievement of Students

- To be responsible and accountable for securing the highest standards of achievement and progress within their house
- To support the implementation of high-quality input in relation to learning intentions in all areas of the EHCP.
- To monitor assessment, reporting and recording for all areas of the curriculum within their house

#### Quality of Teaching

- Be a good role model for colleagues in the House they lead
- To deliver high quality teaching and learning and to undertake a maximum 0.8 teaching commitment
- Effectively monitor and improve the quality of teaching and learning through rigorous and robust quality assurance processes across their house
- Support the development and implementation of the curriculum

- To support new teaching & learning initiatives
- To line manage and provide mentoring and support for all teachers in their house

**Behaviour, Safety & Care of Students**

- Lead on training and supporting employees in their house to develop the strategies to help children and young people (CYP) to learn to self-regulate
- Support strategies which promote high standards of behaviour
- Promote and safeguard the safety and welfare of all CYP
- To quality assure and report behavioural incidents in the house.

Tasks/duties	Essential skills	Desirable skills
Qualifications & Training	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Evidence of continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Middle Leadership Development Programme</li> <li>• Coaching Awards</li> </ul>
Knowledge & Experience	<ul style="list-style-type: none"> <li>• Proven managerial and leadership experience skills</li> <li>• Setting targets and monitoring pupil progress</li> <li>• Outstanding classroom practitioner</li> <li>• Organising and leading employee training</li> <li>• Effective teaching and learning strategies</li> <li>• Assessment for Learning</li> <li>• Effective leadership and management strategies</li> <li>• Effective use of ICT</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing small budgets</li> <li>• Experience of supporting multi-agency partnerships</li> <li>• Experience of using additional adults in the classroom effectively</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>• Excellent time and workload management</li> <li>• Ability to be flexible and adaptable</li> <li>• Effective communicator and listener at all levels</li> <li>• A passion and enthusiasm for working with CYP with SEND and the ability to relate well to them</li> <li>• To be able to work effectively under pressure</li> <li>• Ability to develop positive relationships with the whole EP community and other relevant bodies</li> </ul>	<ul style="list-style-type: none"> <li>• Inspirational leadership with the ability to empower and enable employees through effective delegation</li> <li>• Ability in managing change</li> <li>• Ability to identify strengths and areas for development within a team</li> </ul>