**JOB DESCRIPTION**

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| **JOB INFORMATION** | | | | | | | |
| **JOB TITLE** | **GLS Team Leader** | | | **POSITION NUMBER** | | |  |
| **SERVICE AREA** | **Group Learning Support** | | | **LOCATION/CAMPUS** | | | **Oxford 1 post**  **Banbury 1 post** |
| **GRADE** | **8** | | | **GRADE RANGE** | | | **£28,077 - £30,677** |
| **HOURS** | **37** | | | **TYPE** | | | **Permanent** |
| **ACCOUNTABILITIES** | | | | | | | |
| **RESPONSIBLE TO** | **Group Learning Support Delivery Manager** | | | **NO. OF EMPLOYEES** | | | **tbc** |
| **BUDGET (£)** |  | | | **ASSETS** | | |  |
| **JOB PURPOSE** | | | | | | | |
| * To implement strategic, operational and local improvement plans under the direction of the Regional Manager * To line manage, lead and direct the Study Coaches and Learning Assistants on the campus. * To promote excellence in all support delivered. | | | | | | | |
| **QUALIFICATIONS AND EXPERIENCE** | | | **TECHNICAL KNOWLEDGE/SKILLS** | | **BEHAVIOURIAL SKILLS** | | |
| * A good, relevant, first degree   and /or equivalent   * Minimum GCSE English and Maths grade 4/C or above * Further, relevant, professional qualifications * Demonstrable experience of team management and leadership * Knowledge of SEND learner support needs. * Sound knowledge of EHCP process * A portfolio of appropriate continuous professional development. | | | * A good understanding of the principles underlying the Learning Philosophy * Knowledge and understanding of current issues within SEND and how these impact upon teaching and learning. * Knowledge of recent, relevant legislation pertaining to SEND * Knowledge of assessment for the purpose of analysing learners’ strengths and weaknesses and planning and evaluating interventions * An understanding of equality and diversity issues as they relate to learners within college/Activate Learning. * Knowledge of a range of teaching and learning strategies and how these can be used to engage and motivate learners * Able to use data to monitor and raise achievement * An understanding of professional responsibility and accountability * Experience of managing teams. * Good organisational skills to meet deadlines – skill * E-literate and competent in IT packages e.g. Word, PowerPoint, Excel * Excellent communication skills * Able to use college systems such as ProMonitor, REMS and E-Spirals or willingness to be trained * Familiar with the UCAS process | | * Be a role model of excellence and professionalism for all staff and students * Commitment to the education and well-being of staff and learners * An engaging, reflective, forward thinking and innovative approach to meeting the needs of students * Intellectual curiosity and a willingness to participate in professional development strategies * Excellent communication and organisational skills * Able to establish positive and sensitive interpersonal relationships across Activate Learning as well as with parents/carers and external agencies * Able to work independently, demonstrating self-motivation and initiative * Able to demonstrate flexibility and to respond positively to change * Able to work as part of a team and to contribute to the team’s effectiveness * Commitment to promoting and safeguarding the welfare of students | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | | | | | | | | |
| **To liaise, work and communicate with:**   * The Group Learning Support Delivery Manager to provide outstanding support for learners, including developing and monitoring interventions as required * The other Team Leaders across the Group, e.g. via monthly meetings * Cross college services and faculties to support the enrolment process, open events and taster events as required. * Faculties and Directorate staff and others to:   + promote inclusive teaching and learning practices and to break down perceived barriers and stigma regarding support across the Group.   + ensure that support needs, learning outcomes and strategies for learners are known and shared responsibly, utilising IT wherever possible.   + ensure linkage of welfare and academic issues, including mental health and wellbeing and concerns, with Group Student Support/Pastoral staff   **To manage, communicate and coach the team**   * To line manage the study coaches and learning assistants working at a given campus to include:   + Recruitment, including developing and mentoring new team members   + performance management   + observe support   + monitoring workloads, including timetabling   + contracted hours   + identifying training needs and delivering training   + supporting their work, including managing weekly team meetings * To contribute to quality processes, e.g. by preparing and contributing to data reports on support provided and record impact of support termly   **To provide support for all learners**   * Monitor impact of support, learner progress and achievements * Promote excellence in all support delivered * Ensure quality and standards are met in a holistic way * Take on personal caseload of academic support to include contact with students   **To support learners who have EHCPs**   * Support team members to ensure that learners make progress towards their Learning Outcomes and that these are reviewed annually. * Support team members in the annual review process * Support team members and faculty staff to ensure that considered progression plans are made and implemented   **To support the exam access arrangements process**   * Support team members to understand and facilitate the exam access arrangements process and to liaise with specialist teachers and faculty teaching teams to include:   + identifying learners who have had previous EAA and who require these during their course of study with Activate Learning.   + gathering evidence of need and normal way of working for learners to comply with the requirements of the JCQ.   + attending relevant training to keep up-to-date with the requirements of the JCQ and other professional bodies.   + assisting in the management and delivery of exam access arrangements (being readers, scribes etc.) for internal and external examinations. | | | | | | | | |
| **GENERIC RESPONSIBILITIES** | | | | | | | | |
| * To carry out the duties assigned within the job description in a professional and supportive manner and in accordance with Activate Learning Quality Procedures. * To participate in the current arrangements made for appraisal or performance review for yourself and for those staff for whom you have line management responsibility. * To demonstrate and promote ethical behaviour appropriate to that which would be expected by our customers * To work in a flexible manner and to be willing to undertake other duties as reasonably requested * To participate in arrangements for further training and professional development as required. * To carry out any other duties that the post holder within the spirit of the job description. | | | | | | | | |
| **Candidate Screening** | | **Rehabilitation of offenders Act 1974**  **applies** | | | | **Disclosure & Barring Service**  **Enhanced Clearance** | | |

**This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Corporation need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.**

**Diversity Statement**

It is the policy of Activate Learning to recognise and encourage the valuable and enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the institution. The College will therefore aim to provide an education service which in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation in both education and employment.

**Health and Safety Statement**

All employees have a responsibility to co-operate in promoting and maintaining a safe and healthy working environment and to take reasonable care of their own health and safety at work and that of all other staff. Line managers for the health and safety of their direct reports and other team members for which they have general management responsibility.

**Safeguarding**

Activate Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment