

Magdalen College School

JOB DESCRIPTION

As this is a new position, the job description is in draft only

Post Title	Learning Team Leader TLR 2b Head of PCSHE
Purpose	To support and facilitate learning, enabling students to achieve to their individual potential.
Reporting to	Leadership Group
Specific Responsibilities	<ul style="list-style-type: none">a) To ensure that all students and staff are safe within the faculty and take any necessary steps to ensure a safe working environment, as necessary, in accordance with legislation and school policy.b) To ensure effective organisation of schemes of learning in Personal, Citizenship, Social, Health and Economic Education and the deployment of teaching resources to support high quality curriculum delivery.c) To ensure that all students make progress in line with the school's expectations in specific courses taught.d) To manage the performance of identified staff within the PCSHE team, and carry out the role of appraisal team leader for designated staff, as required.
Responsibilities of a classroom teacher (relates to students taught)	<ul style="list-style-type: none">1. To prepare and deliver lessons which follow departmental schemes of work and meet the needs of individual students.2. To assess, monitor and report students' progress according to departmental and school policy.3. To record and use data on students prior and ongoing performance/learning characteristics to inform effective target setting and lesson planning and enable students to fulfil their potential.4. To contribute to all developmental and organisational priorities within the departmental development plan.5. To share and support the whole school responsibilities for providing opportunities for the personal and social development of students.6. To follow all departmental policies and procedures.7. To ensure team leader is kept informed of issues which could lead to student under-performance.8. To ensure learning support staff are able to effectively fulfil their role in supporting the learning of students.9. To lead and advise with regards to an aspect of the curriculum, demonstrating a thorough and up to-date knowledge taking into account wider curriculum developments.10. To be a role model for good practice in teaching and learning, sharing this expertise with other staff and supporting them to improve their skills.

<p>Responsibilities as a form tutor (relates to students in the tutor group)</p>	<ol style="list-style-type: none"> 1. To monitor and respond to issues regarding attendance following school guidelines in conjunction with school attendance officer. 2. To use all data/information received to monitor and support the overall progress, development and well-being of students. 3. To listen and take action on pastoral issues as they arise. 4. To keep the Head of Year fully informed of issues which could affect student achievement. 5. To complete yearly reports according to school guidelines. 6. To support the personal and social, moral, spiritual and cultural development of students. 7. To follow pastoral policies and procedures. 8. To liaise with parents.
<p>Responsibilities as a member of staff</p>	<ol style="list-style-type: none"> 1. To ensure an appropriate individual response to whole school priorities. 2. To support the personal and social development of students within the school. 3. To engage actively in the Performance Management Review Process. 4. To implement all school policies. 5. To attend all directed time meetings. 6. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately. 7. To be a role model to other staff in all areas of school life.
<p>Personal Qualities:</p>	<ol style="list-style-type: none"> 1. To be committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School. 1. To be prepared to work across the age and ability range. 2. To be committed to team work within all aspects of the school. 3. To be proactive in terms of furthering their professional knowledge and skills. 4. To be punctual for all commitments. 5. To be professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.

Job description agreed (signed)

..... Staff member

..... Head of department

..... Date

NB

Responsibilities in **bold** relate to members of staff on the Upper Pay Spine only.