

We Are Hiring

# TEACHING & LEARNING OFFICER (FIXED TERM)

Creativity

Holistic Education

Open-Mindedness

Individuality

<b>Responsible To:</b>	Head of Teaching and Learning
<b>Location:</b>	Central Office and across TCW schools including home visits
<b>Hours:</b>	Monday - 8.30am - 4.30pm Tuesday - 8.30am - 4.30/6pm Wednesday - 8.30am - 4.30pm Thursday - 8.30am - 6.00pm Friday - 8.30am - 4.00pm
<b>Salary:</b>	From £33,976.58 FTE per annum

## Role Summary:

Our teaching and learning team is responsible for raising the standards of teaching and ensuring that our students have the best learning experience possible. It involves conducting constructive observations of our teaching staff both in our centres and offsite in homes and libraries and working with the staff to foster skills through line management and targeted training.

TCW has a comprehensive training programme for all our staff and this role will also help develop and deliver the various training programmes that TCW offers to its new and experienced teachers alongside the teaching and learning team. Areas covered include, effective marking, de-escalation and behaviour management techniques, delivering creative lessons and assessment for learning.

## Responsibilities:

### Teaching and Learning Support

- Oversee that Teaching and Learning within all the schools is of a high quality
- Oversee all teaching staff have the skills and resources to deliver a high quality of teaching and learning across the schools
- Ensure teachers are line managed in a way that supports them, while holding them accountable for any areas of improvement
- Explore innovative approaches to enhance pedagogical practices and refine educational delivery models across all TCW schools
- Ensure that the teaching and learning across the schools remains in line with the TCW values
- Support the creation of an extensive bank of resources and videos promoting and modelling TCW style teaching
- Serve as a designated Teaching and Learning Officer for one of the schools, acting as the primary point of contact.
- Build strong relationships with students and teachers to ensure a deep understanding of their needs and support effective learning
- Line manage and appraise a team of teachers
- Advise on all the core subjects up to GCSE level
- Be the lead adviser for one or more subjects or learning fields within the school (for example PSHE, Reading, STEM)
- Support staff by creating resources for themed terms, special celebration days, and relevant current events impacting students
- Keep up-to-date with the relevant syllabus changes
- Report any concerns you may have regarding teachers' practice
- Liaise with the recruitment department
- Mentor staff in line with any course or TCW requirements, (e.g Qualified Teacher Status (QTS) and the Early Career Teacher (ECT) programme for relevant staff)
- Write reports, reviews or feedback in line with any course or TCW requirements
- Ensure creativity remains at the forefront of the work being carried out by staff

## Observations

- Ensure teacher observations and monitoring procedures are robust and consistent across the schools
- Travel to various education locations (inc homes, libraries, TCW hubs) observing our teachers in line with the Teacher Standards
- Write observation reports
- Deliver observation feedback to the teachers
- Ensure timely completion of observations and appraisals as per set deadlines
- Implement support and guidance in relation to observation feedback targets

## Training

- Design, coordinate, and deliver a high-quality training programme for all teaching staff, tailored to different levels of experience and career stage.
- Lead on at least one strand of TCW's teacher training (e.g. Core, CPD, or Goldsmiths), including planning, scheduling, and delivery.
- Ensure that training reflects and embodies the school's ethos
- Assist with the arranging, scheduling and administering of training
- Monitor training attendance and following up with teachers as needed
- Monitor and evaluate the effectiveness of the training programmes, making adjustments as necessary
- Keep up to date with the latest trends, research findings, and best practices in education and teacher training, incorporating cutting-edge methods into TCW training programmes

## Teaching

- Deliver a teaching timetable for up to 18 hours per week
- Contribute to the smooth running of the education team by supporting and covering members of teaching staff and providing emergency lesson cover when required
- Demonstrate good practice through modelling and offer team teaching opportunities for TCW teaching staff

## Reporting and Accountability

- Ensure the Teaching and Learning Department remains fully compliant with DfE and Ofsted requirements, and is always inspection ready
- Prepare documentation and represent the department during inspections and external reviews
- Contribute to half termly reports, analysing data on the progress of the schools to share with the Headteacher

## Be part of the T&L and assigned School Education Team

- Promote TCW school's ethos and values in all work
- Represent your areas of responsibility in management meetings
- Create, develop and maintain all policies and procedures relating to areas of responsibility
- Line manage staff as required
- Lead staff investigations and hearings as required
- Cover and support roles within the school as required
- Lead training as required
- Attend meetings and training as required
- Unlock/lock TCW buildings as required
- Be trained in DSL-approved safeguarding and follow all safeguarding policies and procedures to protect students
- Carry out general administrative duties as the role requires
- Undertake any ad-hoc tasks that can be reasonably expected in relation to the role



## Person Specification:

### Essential:

- Qualifications: An honours degree or equivalent professional qualification. Preferably QTS
- Experience of teaching and delivering high quality lessons
- A charismatic trainer able to engage staff
- Strong people management skills with the ability and knowledge to motivate, train, develop, appraise and manage a team
- Significant knowledge of:
  - Current curriculum for all Key Stages
  - Working with children with SEN/behavioural needs
  - Different teaching practices
  - Pedagogy
  - Safeguarding
- Accuracy and high levels of attention to detail
- Ability to work alone and with initiative
- Excellent organisational and planning skills and ability to multi-task
- Adaptable and flexible approach to work
- Willing to embrace change and challenge processes to improve efficiency
- Able to manage workloads and prioritise efficiently when needed
- A team player who is able to develop effective relationships with the team and work in partnership with others
- Excellent numeracy, written English and verbal communications skills
- Strong administration skills
- Good I.T. knowledge of using Microsoft Office packages, Gmail, Google Drive, etc
- Excellent telephone manner
- Personable, professional and courteous in manner
- A friendly, positive and proactive attitude to work
- Able to manage stressful environments and have a strong aptitude for resilience
- Able to be discreet and loyal
- Able to handle confidential material professionally

### Desirable:

- Experience of working in a creative environment
- Creative background
- Experience of working in a charity

The job description is not an exhaustive list and there may be times when the Chief Executive Officer or Executive Headteacher will require certain tasks to be undertaken that may not be listed here. These will always fall within the policies and procedures of TCW and within the remit of what may be expected in your role. There will always be a discussion between all parties on whether the successful candidate feels they can manage these extra tasks.

## Extra Information:

This is a salaried full time position, fixed term maternity cover. This role is only expected to work in the office during term time with the exception of an additional 10 specified, out-of-term, office days (dates TBC in advance of the commencement of the school year or upon request). Official leave is 20 days per annum (to be taken out of school time) plus bank holidays, however the rest of the school holidays staff are only expected to work from home to the degree required to meet their duties though should be contactable as required. This role may also be entitled to up to 5 days unpaid term-time leave per annum, to be taken in blocks of no more than 2 days at the discretion of the Executive Headteacher.

This role is based in the school office and has direct contact with students or is directly involved in the day-to-day running of the student's education, the school or office. To this end it is expected that this role is (under normal circumstances) an in-person role.

The working hours are based on 08.30-16.30 with a 30-minute lunch break weekdays with some planning, preparation, reports, admin and meetings taking place outside of these hours. TCW reserves the right to hold meetings, social events and performances after these hours, which you would be expected to attend. This includes weekly Tuesday training, Thursday training sessions, which run 4:30-6.00pm and the TCW showcase. Dates are provided at the beginning of every new academic year.

This role will be directly managed by the Head of Teaching and Learning. Performance reviews will happen at least twice a year. It is expected that all successful candidates will follow the policies and procedures of TCW at all times and conduct themselves in a manner that is deemed acceptable and appropriate by the CEO of TCW in accordance with the staff handbook.

All teachers and members of management will be required to meet the Ofsted criteria of good and always aim for outstanding as depicted in the Ofsted guidelines. Staff will be required to attend extra, unpaid training if they do not meet the criteria for good.

**THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK**

**We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all staff and volunteers to share this commitment.**