



### **JOB DESCRIPTION**

<b>Job Title:</b>	Teaching and Learning Officer
<b>Responsible To:</b>	Head of Teaching and Learning
<b>Location:</b>	Central Office, Aldgate East and visiting lessons offsite
<b>Salary:</b>	From £26,300

#### **Summary of the role:**

The role 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 talent through line management and targeted training.

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 & behaviour management techniques, delivering creative lessons and assessment for learning.

#### **Responsibilities:**

1. Working with the team to raise teacher standards within the school
2. Line managing and appraising a team of teachers
3. Creating, developing and delivering certain elements of our training programme
4. Travelling around London observing our teachers
5. Writing observation reports
6. Feeding back to the teachers
7. Advising on all the core subjects up to GCSE level
8. Being the lead adviser in the school for one or more subjects
9. Keeping up-to-date with the relevant syllabus changes
10. Reporting any concerns you may have regarding teachers' practice
11. Liaising with the recruitment department
12. Leading on the arranging, scheduling and administering of training
13. Monitoring attendance of training
14. Contribute to the smooth running of the education team by supporting and covering members from your team, when they are away from the office
15. Teaching lessons for up to 2 days per week (this is optional)

#### **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 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. 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 Headteacher.

The working hours are based on 09.00-17.00 with a 30-minute lunch break weekdays with some planning, preparation, reports, admin and meetings taking place outside of these hours. TCW reserve the right to hold meetings, social events and performances after these hours, which you would be expected to attend. This includes weekly Tuesday and Thursday training sessions, which finish at 6.00pm, the TCW showcase and the Student Awards event, which finish at 8.00pm. Dates are provided at the beginning of every new academic year.

This role will be directly line 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.