



KING EDWARD VI
SCHOOL LICHFIELD

Job Description – Learning Hub Lead Teacher TLR2.1

Line Manager

Link member of the Senior Leadership Team

The job description which follows recognises that the core purpose of the role of the Learning Hub Lead Teacher is to provide professional leadership and strategic direction for the teaching and learning of students accessing the Learning Hub throughout the school in order to secure:

- ◆ high quality teaching and learning for all
- ◆ high standards of achievement for all students
- ◆ the efficient and effective deployment of staff and resources
- ◆ support the development of the school's ethos and values through an effective programme of support beyond the classroom

In addition to the responsibilities set out in the national teaching standards the specific responsibilities for the role of Learning Hub Lead Teacher are as follows:

Responsibilities and tasks

Strategic Leadership

- To develop, communicate and implement a strategic vision for the Learning Hub across the school.
- To develop and review short, medium and long term plans to shape the future direction of the Learning Hub.
- To work with the Head teacher, Governors and Senior Leadership Team to develop, implement, monitor and evaluate effective strategies, policies and practices for the Learning Hub to raise achievement throughout the school and support the personal development of students.
- To develop effective strategic partnerships with Achievement Leaders, the Inclusion Manager, SENCo, lead teacher for vocational learning and Heads of Department to deliver a shared vision for the Learning Hub.
- To attend or convene meetings as required; these will include, for example, meetings with Heads of Department, Achievement Leaders, the Inclusion Manager, staff working groups or meetings with the Critical Friend to the Learning Hub and the school inclusion group meeting.
- To be up to date with current initiatives and developments in recognised best practice to support students with their learning, ensuring these are effectively shared with the wider school staff where applicable.
- To formulate, implement and evaluate departmental policies and practices in line with school policies and to update these as necessary.
- To ensure that the overview of the Learning Hub capacity and effectiveness is shared effectively with key stakeholders in order to proactively plan provision across year groups.

Operational Leadership

- To work with the Achievement Leaders, the Inclusion Manager, lead teacher for vocational learning and other subject coordinators to ensure that departmental provision of work at all key stages is relevant, effective and engaging.
- To model good practice in teaching, learning and assessment; working with key staff and other members of the team to share good practice and carry out agreed Quality Assurance activities.

- To assist in the identification of those children who would benefit most from accessing the Learning Hub and, working with others, draw up and implement a personalised action plan for each child.
- To develop a mentoring relationship with pupils needing particular support where necessary aimed at achieving the goals defined in the action plan.
- To track and monitor academic, behaviour and attendance data of students who access Learning Hub support in order to review the impact of interventions and inform next steps.
- To support the exit and reintegration of students in to mainstream classes as appropriate
To monitor and intervene where necessary with student behaviour in the Learning Hub
- To plan opportunities for students to develop their understanding by exploiting opportunities for learning outside the classroom
- To have oversight of student access to the learning hub at social times.
- To develop strong and positive relationships between parents and the school so as to promote students' learning in a spirit of partnership, providing information to parents about targets, achievements and progress
- To ensure that there is a safe working environment in which risks are properly assessed
- To ensure effective cover arrangements as in place when members of the department are absent due to illness

Personnel Leadership

- To lead, manage and support the team of staff who provide support in the Learning Hub
- To help colleagues to achieve constructive working relationships with students and with their parents
- To play an active role in departmental staff professional development, including Appraisal
- To ensure that all staff teaching in the department are actively involved in curriculum development and raising achievement