

Job Description: Teaching & Learning Manager

Responsible to: Headteacher

Hours: 40hrs p/w

Location: Primary location: Hanley site; occasionally Sixth Form in Malvern

Main purpose of role

To inspire and develop an ethos of continuous improvement in teaching and learning across the school; to support all teaching staff to improve and share their practice of teaching and behaviour management; to develop and implement the timetable; part time teaching commitment.

Main Responsibilities

Teaching

- Ensure the quality of teaching across the school is of a consistently high quality.
- Monitor quality of teaching by observations.
- Provide training opportunities for teaching staff to develop their teaching skills, to include planning and implementation of TEDs.
- Develop the school's teaching provision to provide effective and diverse learning opportunities.
- Working with the Headteacher in ensuring appropriate staff development strategies, including providing targeted support to improve standards.
- Deliver timetabled teaching sessions.
- Develop teaching mentors

Learning

- Ensure the curriculum is implemented and it is accessible to all pupils.
- Actively develop and lead the implementation of school policies relating to teaching and learning.
- Manage the timetable to meet changing needs of pupils, specifically
 - Work with SENCO and other staff to put plans in place for pupils identified as not making expected progress.
 - Work with SENCO and other staff to put specific interventions in place for pupils with specific needs.

Other

- Deliver teaching and learning induction for new staff.
- Attend, and chair on a rota basis, daily debriefs.
- Attend team meetings and SLT meetings as required.
- Comply with confidentiality and data protection guidelines at all times.
- Comply with all school policies such as safeguarding and health and safety.
- Support the ethos of the Bridge and follow routines and procedures.

- Carry out other duties as directed by the Headteacher.
- Be responsible for own CPD.

Person specification

Experience in supporting staff to develop professionally is essential, as is experience in a range of schools, including SEN and SEMH environments. You will need to be well organised with a strong desire to see children who do not cope in mainstream teaching environments thrive at the Bridge. Your tact and good people skills will make you a welcome visitor to sessions, and your supportive and inspiring input will be a key driver to raising teaching and learning standards in all areas.

You will need to work cooperatively with the Headteacher in performance managing the teaching team. Flexibility, reliability and organisation are essential qualities, along with patience and a good sense of humour. You need to be a problem solver and a team player; naturally optimistic and have a strong work ethic. An understanding of, and commitment to, safeguarding, health and safety and safe working practices are essential.

The Bridge is committed to supporting every pupil to succeed socially and emotionally as well as academically. Your role will include helping young people to develop in all these areas so that they can gain greater control over their lives. We need motivated and inspirational people committed to delivering an excellent education with kindness, empathy, imagination and compassion.