

## JOB DESCRIPTION & PERSON SPECIFICATION

**Director Area: Children's Services**

**Job Ref Number: 03757**

**Service Area: SEND**

**Grade: N/A Teachers' Terms and Conditions plus Minimum TLR2**

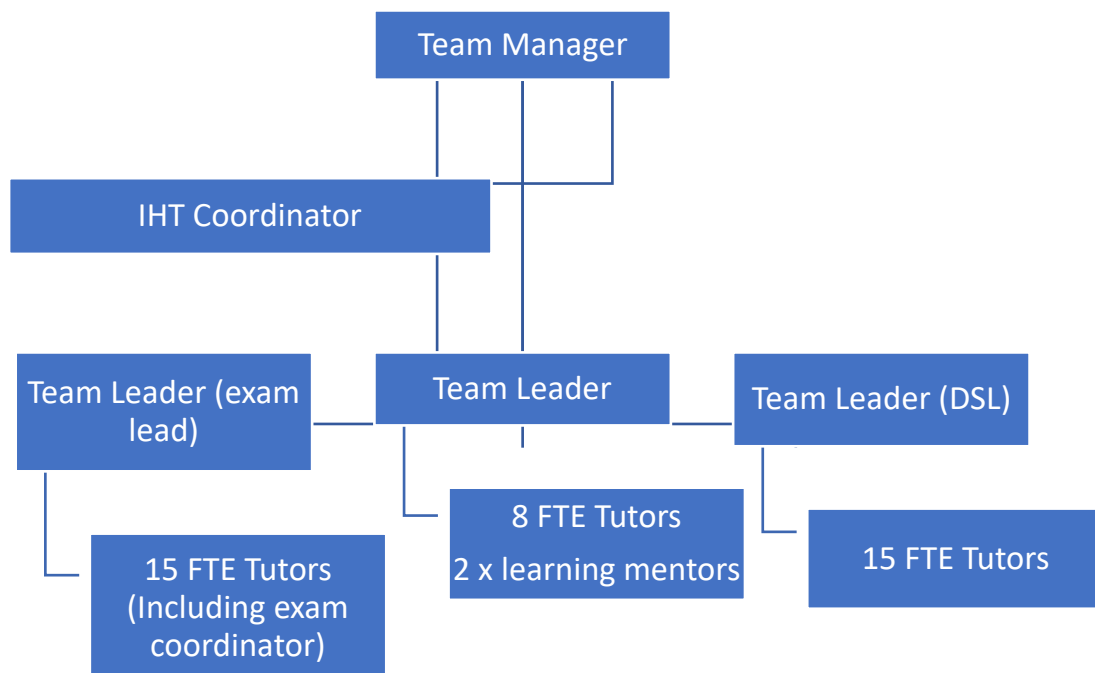
**Job Title: County Interim Home Tuition Team: Team Leader**

**PURPOSE OF JOB:** To draw upon teaching experience, SEN knowledge and previous experience in order to lead, co-ordinate and manage an area team of County Interim Home Tuition Teachers.

To promote and ensure the delivery by team members of high quality teaching and learning experiences for Children and Young People who come under the remit of the County Interim Home Tuition Team.

To manage the performance of the Home Tuition Teachers through the Unattached Teacher Appraisal Procedure.

### TEAM STRUCTURE:



**MAIN DUTIES:**

1	To use professional skills, qualifications and judgement in supporting team members to deliver an effective Interim Home Tuition service to children and young people who are currently not in an educational setting for various reasons.
2	To keep abreast of current research and disseminate this to team members to maintain high quality teaching and learning within the team.
3	To attend regular Senior Management Team meetings with IHTManager to ensure consistency and equality of teaching across the service.
4	To organise area team meetings as appropriate to support team members in the planning of appropriate teaching and learning arrangements/opportunities for individual Children and Young People.
5	To have oversight of the risk assessment procedure for new referrals and to support team members appropriately when required.
6	To share in overseeing team resource base and assist in establishing future resource needs of the team by informing the IHT Manager.
7	To participate in the review of County Interim Home Tuition documentation.
8	To assist in the induction programme for new staff.
9	To have a thorough knowledge of the Teacher Standards in the key areas and adapt this to suit the County Interim Home Tuition Team and to take account of the guidance for 'unattached teachers'.
10	To organise, manage and deliver the Appraisal of teachers not awarded a TLR; ensuring consistency and high quality training in the development of the County Interim Home Tuition Team's teaching and learning strategies.
11	To assist the Team Manager in the writing and implementation of Appraisal policy and pro-formas.
12	To strengthen the link between individual appraisal and Whole Service improvement and processes.

**PERSON SPECIFICATION**

Requirements	Where identified*	Essential	Desirable
Qualified Teacher Status (QTS)	A / I	Yes	
Post Threshold	A / I	Yes	
Broad SEN experience across all Key Stages in schools	A / I		Yes
Previous experience of senior leadership	A / I		Yes

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

## GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.