



TEAM LEADER: CREATIVE

REPORTS TO THE ASSISTANT HEAD OF SCHOOL FOR CURRICULUM AND OUTCOMES

About BFET

Bright Futures Educational Trust (BFET) is a highly collaborative partnership of schools based in the North West. Our aim is to provide a quality education that opens up real choices for every one of our pupils, raising aspirations and helping every child to achieve their ambitions, no matter their background. The Trust currently has eight schools, a Teaching School and a SCITT. All of our Leaders are connected to a range of different organisations such as Challenge Partners, The Princes' Teaching Institute and the Youth Sports Trust, all working together in a partnership of strong support and development.

BFET leaders act as significant role models within, between and beyond their own schools. They build a strong sense of community. They are relationally connected and they strive to explore opportunities in ensuring that our pupils receive a world-class education offer.

BFET leaders are imbued with the values of passion, integrity and hard work. They are authentic and genuinely committed to the vision and mission of the Trust. They are trustworthy and fair, welcome challenges and highly value the spirit of mutual collaboration as the very heart and essence of development across all of our schools and wider networks.

About the Role – Team Leader

**Teachers' Pay Scales plus TLR 1C
plus school teachers terms and conditions**

The Team Leader will be an inspirational and outstanding practitioner. They will work in partnership with the Academy Leadership Team to enhance learning and to lead the academy to outstanding achievement. They will have overall responsibility for the effectiveness of the departmental team in providing high quality education for all pupils and will lead and manage the team to ensure that it realises its potential and delivers excellence within the context of the operational and strategic development plan.

They will strive for excellence in all they do and be committed to providing first class provision for all our pupils. They will have energy, experience and passion to motivate themselves, the staff and the pupils to be the best they can be.

Excellent teamwork, high standards of professionalism and a capacity to work hard will be at the core of their success. They will be a creative thinker with the ability, determination and commitment to work collaboratively with the Academy Leadership Team to continue the development of the Academy.

As a member of the wider Leadership Team, the post holder will share responsibility for leadership across the school.

This post carries significant line management responsibilities.

Draft Team Leader - Creative



General Leadership Responsibilities:

To work in partnership with the Academy Leadership Team to ensure high standards through provision which maximises the progress, achievement, behaviour and safety of all pupils.

- Develop and maintain a culture of high expectations for self and others.
- Update the Head of School and other senior leaders of the effectiveness of the Team and with National Developments specific to the post's area of responsibility.
- Lead by example as a teacher, and as a manager, achieving high standards of pupil attainment and progress, behaviour and motivation through effective teaching and by demonstrating all the requirements on the Subject Teachers' job description are met.
- Ensure teaching within the team is well planned, effective, challenging and enables pupils to make good or better progress through effective use of lesson design, grouping, targets, marking and assessment for learning.
- Challenge all under performance at all levels within the team and ensure corrective action and follow.
- Actively engage and support in the academy CPD cycle.
- Write the Departmental Team Development Plan and review twice annually.
- Ensure that the academy's appraisal system operates effectively in the team and provide training and development in response to need.
- Support the development and maintenance of academy policies and practices to ensure consistent application.
- Coordinate supply staff within the department ensuring that appropriate work is set, and departmental procedures are followed.
- Support recruitment procedures when required.
- Plan, chair, organise and attend meetings as required.
- Ensure that the team is represented in all matters within the Academy relating to the curriculum.
- Hold regular team meetings within the directed time budget and ensure that records of such meetings are kept and distributed to all members of the leadership team.
- Sustain effective, positive relationships with all staff, pupils, parents and carers, Governors and the local community.
- Liaise effectively with all stakeholders including parents and carers, feeder schools, business and community partners, in line with strategic objectives.
- Ensure teaching spaces and all areas used by the team are well presented, well organised and create an aspirational environment for independent and creative learning.
- Ensure pupils are well behaved and stay safe in departmental areas.
- Ensure that safeguarding, health and safety are a standing agenda item at team meetings and that prompt action is taken where concerns are raised.
- Act as an ambassador in promoting and celebrating the work and achievements of the Academy at all times.
- Attend Academy events and activities as directed by the Head of School.
- Contribute to, and sometimes lead, research projects for SSA and or the Trust.
- Manage budgets in line with the areas of responsibility.
- Liaise with other departmental teams in the Academy to share good practice.
- Oversee and contribute to the smooth running of all open and curriculum evenings throughout the academic year
- Ensure that the departmental team is represented on results day.
- Actively support the Academy duty rota.
- Have a teaching commitment in line with Team Leader status.

Draft Team Leader - Creative



Specific responsibilities:

To provide leadership and management for the Creative Team to ensure that the Academy maximises learning, progress and achievement for all.

- Line manage and direct the work of staff within the Team including effective operation of the school's appraisal system.
- Allocate responsibilities with the Team and help draw up / review suitable job descriptions.
- Set an expectation of continuous improvement in teaching and learning for every teacher with the Team by providing opportunities for sharing good practice, coaching and lesson study.
- Be responsible for planning, reviewing and implementing the curriculum for the department ensuring schemes of work are updated as appropriate.
- Develop assessment, recording and reporting systems in line with academy policy.
- Coordinate the day to day provision for pupils within the department as necessary.
- Ensure teachers plans are prepared and reviewed regularly.
- Monitor teaching and standards within the Team in line with academy policy.
- Monitor pupil progress and ensure assessment is both regular and thorough.
- Collate and track all data for pupils within the department.
- Advise on the deployment of the Academy's delegated budget and other resources to meet pupils' needs effectively.
- Formulate, implement and evaluate policies and strategies relating to department.
- Developing and training staff in the Team; participating in appraisal arrangements; where appropriate supervising and acting as mentors for NQTs.
- Report to and meet regularly with the senior line manager, report on progress within the department and take timely action to tackle any weaknesses.
- Provide regular reports/updates and statistics about department to the Governing Body.
- Update the departmental handbook containing all the Team's aims, objectives, policies and practices.
- Update and develop relevant sections of the Academy website.
- Promote and publicise the work and achievements of the Team.
- Prepare information for parents and pupils and respond quickly to relevant parental enquiries.
- Work collaboratively with school to school support systems to impact positively on outcomes at the academy.
- Take responsibility and create a bank of resources that pupils can access if they have been withdrawn from the curriculum.

EXPECTATIONS OF ALL ACADEMY STAFF

- Work professionally and effectively as part of a specific and wider Academy staff team.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, carers, governors and members of the local community.
- At all times to be a positive, professional role model for all pupils.
- Treat all students with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to staff's professional position.



- Actively adhere to the Academy’s commitment to safeguarding of all pupils and the promotion of pupils’ well-being, in accordance with statutory provisions and academy policy.
- Carry out supervision duties as directed in the duty rota.
- Actively engage in the Academy’s performance management process.
- Actively engage in the CPD programmes to develop skills and improve practice.
- Be familiar with, and follow, all Academy policy and practice to ensure a consistent high standard approach to all aspects of the Academy.
- Play a full part in the life of the Academy, to support its distinctive mission and ethos.
- Act as an ambassador for the Academy at all times and positively promote its reputation within the community.
- Attend Academy events and activities as directed by the Head of School.
- Carry out any additional duties within the purview of the post as directed by the Head of School or the Executive Principal.

About the Person – Team Leader

	Essential
Qualifications, Educational, Training	<p>Degree relevant to the department</p> <p>Q.T.S.</p> <p>Evidence of continuing professional development or further professional study impacting on standards.</p>
Relevant Experience	<p>Successful teaching experience, including up to GCSE level.</p> <p>Experience and success of raising standards and achievement so pupils consistently perform above expected.</p> <p>Proven experience and success in developing whole school policies and strategies, impacting positively on outcomes.</p> <p>Successful experience of developing and inclusive and effective learning environment.</p>
Knowledge, skills, abilities	<p>Highly competent in all areas of the Teaching Standards.</p> <p>Excellent subject knowledge and a critical understanding of developments within the subject.</p> <p>Excellent understanding of examination requirements.</p> <p>Excellent classroom practitioner impacting positively on pupil outcomes.</p> <p>Excellent understanding of good Assessment for Learning techniques</p> <p>Ability to plan and evaluate schemes of work.</p>



	<p>Can demonstrate consistently excellent class management and the ability to command authority and act decisively when required.</p> <p>Good knowledge and understanding of best practice and procedures for safeguarding pupils.</p> <p>Good knowledge of how to promote the principles of inclusion to ensure all groups make good progress.</p> <p>Competent ICT skills.</p> <p>Good oral and written communications skills.</p>
Leadership & Management	<p>Able to plan, assess, implement, review and evaluate curriculum developments effectively and efficiently, impacting positively on pupil outcomes.</p> <p>Able to lead and co-ordinate a team effectively to achieve a desired outcome.</p> <p>Able to work as collaboratively and effectively as part of a team.</p> <p>Is a professional role model for staff and pupils.</p> <p>Highly organised, able to prioritise and work well under pressure.</p> <p>Ability to effectively manage change.</p> <p>Ability to confront and resolve problems.</p> <p>Evidence of leading CPD effectively.</p>
Dispositions and Attitudes	<p>Demonstrate enthusiasm, drive and love of the job.</p> <p>Demonstrate a commitment to the aims and ethos of the Academy and the Trust.</p> <p>Demonstrate a passionate commitment to developing the best in pupils.</p> <p>Demonstrate a commitment to inclusion and pastoral care.</p> <p>Have a positive approach to challenges, seek solutions to problems and address difficulties with cheerfulness and good humour.</p> <p>A willingness to be engaged in extra-curricular activities, partnerships and community activities.</p> <p>Hold excellence attendance and punctuality records.</p>