

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Title:</b>	<b>Lesson Manager</b>
<b>Post Holder:</b>	Vacancy
<b>Salary:</b>	Grade 8, Point 12 to 15
<b>Weekly Hours:</b>	30 hours 50 minutes
<b>Weeks per annum:</b>	39 weeks
<b>Contract:</b>	Permanent
<b>Responsible to</b>	Deputy Headteacher (Curriculum, Teaching and Achievement) Student Services Manager for cover arrangements
<b>Liaison with:</b>	Teaching Staff Teaching Assistants Parents Professional staff involved in the education of children

### **Purpose of the Post:**

- Supervision of whole classes during short and long-term absences of class teachers under the guidance of teaching/senior staff including the implementation of learning journeys, positively managing student behaviour and assisting students in relevant activities
- Management of self and students, both on and off-site
- Assessment and record keeping
- Enable students to access learning identifying and overcoming any barriers

### **Duties and Responsibilities:**

Working under the schools agreed supervision arrangements to carry out “Specified Work” as defined in Section 133 and Regulations of the Education Act 2002 in accordance with Section 4 of the School Teachers Pay and Conditions Document.

### **Core Tasks and Responsibilities**

- Support students’ learning in a range of settings, including working with individual students, groups or whole classes. In the absence of a teacher and support staff, provide supervision of, and be solely responsible for, a class of students during lesson time
- Deliver the work set by the class teacher to the students and ensure effective learning takes place
- Liaise with colleagues regarding the work set for a class, in accordance with curriculum documentation

- In the case when no set work is available from a teacher, organise and prepare work for the lesson and on occasions plan and teach lessons from schemes of work
- In periods of longer-term absence, with support from the Faculty Leader / Head of Department or Lead teacher plan and mark work
- Adapt, modify and plan activities for students who are making extremely slow progress, leading to accelerated progress
- Implement the school's adaptative teaching framework in order to ensure excellent progress for all students
- Establish productive working relationships, including with students, providing support acting as a role model and setting high expectations
- Update knowledge of all subject areas and of the school's curriculum by liaising with teaching staff and attending meetings
- Promote the inclusion and acceptance of all students within the classroom and school
- Ensure the health, safety and welfare of students is maintained at all times
- Contribute to the safeguarding of students and staff, responding to issues and following the school's policies and procedures at all times
- To take part in the school QA programme in the remit of the Lesson Manager's role
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures
- Provide comfort and immediate care in case of minor incidents, and report serious incidents to the appropriate person for action, in accordance with the school's guidance, policies and procedures
- Record and report attendance in accordance with school policy. Collect any completed work after the lesson and return it to the class teacher/support staff as appropriate
- Where appropriate assist in invigilation of internal/external examinations under the supervision of the Examination Officer
- Contribute to the overall ethos, aims, and work of the school
- Self-evaluate and develop own practice, skills and expertise
- To deliver feedback and training or information received from external courses
- Undertake and understand risk assessments prior to any activities with children and young people
- Assess, record analyse and report on behaviour, development, progress and attainment
- Support educational visits and residential trips, accompany teaching staff and students, leading off-site project work if required
- Promote excellent student behaviour through the consistent use of the school's rewards and behaviour policies. This includes covering detentions and communicating with parents

- Manage conflict situations, unpredictability and incidents of anti-social behaviour with due consideration for your own safety and that of others. Respond directly to episodes of severe/extreme challenging behaviour. Monitor and report on the outcome of conflict situations, engaging with parents and other agencies
- Identify patterns of absence and suggest ways of helping the children and young people attend regularly

### **Other requirements**

- Attend whole school staff meetings when scheduled when appropriate in liaison with Line Manager
- Take part in training courses to enhance skills required for the role
- Support the leadership of the school's breakfast club
- To undertake a shadow timetable that supports areas of the school when not required to cover staff absence

### **Administration**

- To undertake administration duties under the direction of the Deputy Headteacher (Curriculum, Teaching and Achievement)

### **Methods of Working**

- To understand, comply and work within the School's/Derbyshire County Council's policies and procedures regarding Child protection /safeguarding and confidentiality.  
*Parkside School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.*
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To carry out the duties and responsibilities of the post in compliance with the School's Equal Opportunities Policy.
- To understand and comply with the School's Health and Safety Policy in the performance of their duties and responsibilities.
- To understand and comply with all other relevant school policies.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post.

*The postholder must carry out his/her responsibilities within the guidelines of the Derbyshire County Council agreed framework and the Education Act 2011, with particular regard to the regulation made under Section 133 and the statutory responsibilities of the Governing Bodies of Schools.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*(This role description is to be reviewed on an annual basis and any changes deemed necessary negotiated with the post holder.)*

### **Physical requirements:**

Requires normal physical effort with a mixture of sitting, walking and carrying minor loads in a classroom

### **Annual Leave:**

All annual leave MUST be taken in school holidays

## **Working pattern**

**Days of Work:** Monday - Friday

**Hours of Work:** 30:50 Hours per week - 8.00am – 3.15pm **Breaks:** Brunch 25mins, Lunch 30 mins

## **Conditions of employment:**

### ***The Postholder:***

Must at all times carry out responsibilities in accordance with those outlined in the job description attaching to the scale of post.

Must work in accordance with Parkside School's policies and procedures regarding Child protection and confidentiality. Parkside School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

In the event a candidate does not fully meet the person specification/criteria/experience, then a temporary contract may be offered.

## Person Specification

	<b>Essential criteria required for the role</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Hold relevant qualification at a level equivalent to at least National Qualifications Level 3</li> <li>• Demonstrable levels of Numeracy and Literacy equivalent to GCSE (A-C).</li> <li>• Have a specialist qualification or considerable experience in the skills, knowledge and techniques required in a specialist area.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Act as an “intelligent adult” to facilitate the work of students by providing helpful tips, tasks and materials as needed, using a common-sense approach</li> <li>• Ability to work with and develop a professional mentoring relationship with small groups and individual children</li> <li>• Patience, calmness and understanding when dealing with the needs of young people who can present challenging behaviour</li> <li>• The ability to adjust to different – and changing – situations</li> <li>• Ability to empathise and have a sense of proportion</li> <li>• A strong commitment to inclusive education and enjoys working with young children</li> <li>• Enthusiasm for working as part of a team; working collaboratively with a range of school staff</li> <li>• The ability to create and sustain positive relationships</li> <li>• Good interpersonal and communication skills</li> <li>• A willingness to share best practice with other members of school staff</li> <li>• Tact and sensitivity, showing a caring nature</li> <li>• Ability to keep accurate and thorough records</li> </ul>

<b>Skills, Knowledge &amp; Experience</b>	<ul style="list-style-type: none"><li>• Ability to make decisions independently and to reflect and develop own practice</li><li>• Knowledge and understanding of the importance of praise and encouragement in helping students to experience achievement and independence</li><li>• Awareness of safeguarding issues</li><li>• Knowledge and experience of providing a structured activity within a group setting and the need for responsiveness and flexibility in implementing structured activities for children and young people with SEN or complex disabilities</li><li>• Ability to assess and accurately record and report on the development, progress and attainment of all students including those with SEN or complex disabilities</li></ul>
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