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| **Job Role:** Team Manager – Routes**Reporting to:** Vice Principal of Student Experience & Pastoral Support**Base:** The Roundhouse |
| **Hours** 37hours per week, 52 weeks per year**Contract Type** Management**Holidays** 35 days per year; plus 6 College closure days per year where applicable and 8 statutory days**Salary** £42,933 to £46,905 per annum |
| **Job Purpose**The **Team Manager** will lead and oversee the daily operations of our Routes Academy which is an alternative curriculum, ensuring a high-quality, inclusive, and student-centred learning environment for young people who require focussed support. This role is pivotal in providing a structured, nurturing, and engaging setting where students can develop academically, socially, and emotionally.The postholder will be responsible for **managing staff, overseeing student engagement strategies, and ensuring the effective delivery of a flexible, personalised curriculum**. A key focus will be on behaviour management, emotional regulation, and pastoral care, ensuring that students are equipped with the skills and confidence to progress into further education/learning, employment, or training. |
| **Key Responsibilities****Staff*** responsible for the recruitment, induction and performance management of your team members ensuring that individuals are engaged and high performing
* responsible for the development of your team members through timely appraisals and probationary reviews, identifying specific CPD needs that supports effective succession planning
* predict and plan for future staffing requirements
* responsible for working collaboratively with staff from other areas of the College and those in support roles ensuring that the student has a good learning experience and makes a successful transition and ensuring that college teams work effectively together to meets its KPIs

**Students*** responsible for the recruitment of students in your area, their IAG and effective enrolment
* responsible for the quality of teaching to students ensuring that teaching, learning and assessment is outstanding and that students are retained, attend, achieve and progress
* undertake the teaching of students as required
* responsible for the safeguarding of students and promoting their health and well-being
* responsible for effective monitoring of students at risk including the development of individualised action plans for each student

**Positive Behaviour Management & Student Engagement*** Lead on the development and implementation of effective behaviour management strategies that promote a positive and inclusive learning environment.
* Use trauma-informed and restorative approaches to support students in managing their emotions and behaviours.
* Establish clear expectations and routines to create a structured, safe, and supportive setting.
* Provide mentoring and coaching to students, helping them develop self-regulation, resilience, and personal responsibility.
* Work closely with staff to ensure a consistent approach to behaviour management, offering training and guidance where needed.
* Develop and implement intervention strategies to re-engage disengaged students, ensuring they feel supported and motivated to progress.
* Build strong, trusting relationships with students to encourage participation, personal growth, and a sense of belonging.
* Work in partnership with parents, carers, and external agencies to provide holistic support and ensure effective communication regarding student behaviour and well-being.

**Curriculum*** responsible for the development of the curriculum to meet the needs of students, local employers and D2N2 priorities, adopting an innovative, research-based approach
* responsible for effective timetabling that maximise both staff and facility utilisation

**Business Development*** responsible for continually scanning the horizon to identify the possible impacts of the ‘external environment’ including education policy, customer and competitor analysis
* responsible for the formation of the curriculum business plans for your area which include the identification and development of opportunities for commercial income and maximising the financial contribution to be made
* responsible for the management of employer relationships within your area of provision and being responsive to their needs in the delivery and development of the curriculum

**Data Management*** responsible for the reporting and analysis of accurate and timely data using agreed college data reporting and tracking systems; and the maintenance of appropriate records and documents ensuring they are up to date and accurate

**Resource Management*** responsible for the planning and utilisation of the resources required for your area including the people, physical space, equipment and materials required by the area.

**Financial Management*** responsible for operating within agreed budgets and financial targets in compliance with financial and procurement systems, policies and procedures, achieving value for money and control of expenditure.

**Health, Safety and Environmental Management*** responsible for managing the risks within your area of responsibility and ensuring that all persons within your area of control are provided with appropriate information, induction, instruction, training and supervision so as not to compromise their health, safety or well-being or impact on the environment

**Continuous Improvement*** responsible for monitoring and improving the quality of all aspects of the provision in your area, identifying and building on good practice within your team and across college

**Personal Effectiveness*** responsible for your own continuous professional development ensuring that your skills, knowledge and practice including pedagogic leadership are current and future focused and that you stay abreast of key policy changes

**In carrying out your duties, ensuring that**:* You proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection.
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| **Person Specification**  |
| **Competencies****Essential*** Have a track record of delivering improving quality performance and student success
* Ability to lead, inspire and motivate a team
* Ability to provide effective performance management in conjunction appropriate internal partners
* Ability to complete teaching and learning observations
* Proactive and innovative style of leadership
* Good communication skills
* The ability to manage resources to achieve value for money and control of expenditure
* The ability to analyse data, produce assessments and implement actions to achieve targets

**Desirables**  |
| **Knowledge & Experience** **Essential** * Knowledge of curriculum developments and quality management
* Knowledge and good understanding of self-assessment reports
* Understanding of Ofsted Education Inspection Framework
* Good understanding of, and the ability to translate, funding policy into practice
* Possess a sound knowledge of the requirements of the legal framework around safeguarding, health and safety and equality and diversity
* Have experience of teaching in and/or managing a curriculum area
* Experience of working with students who are disengaged, have low self-esteem and challenging behaviours.

**Desirable** •Experience working in a Pupil Referral Unit or Inclusion Unit within a secondary school setting•Experience of developing positive relationships with parents/carers |
| **Qualifications****Essential*** Teaching qualification (Cert Ed or PGCE)
* Level 2 English
* Level 2 Maths
* Substantial and relevant CPD with the minimum level to satisfy the Professional Standards requirement over the past 3 years

**Desirable*** Youth Work / Social Work
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