

Maths Mates/Reading Friends Team Leader

Grade 11

Job purpose

Kirklees is a diverse Local Authority with contrasting geographical, economic and social communities. The Council's Learning and Early Support Service has a clear strategy to work with partners on a shared ambition to deliver excellent services. Maths Mates and Reading Friends are part of the Learning Service and support the service in narrowing the gap for a wide range of learners.

Reporting to the Acting Head of Service for Adult Learning, you will be responsible for managing a team of tutors to develop and implement Maths Mates and Reading Friends support to children, young people and families across Kirklees. You will work as part of the Learning team including Kirklees Learning Partners and school support staff. Tutors are at the centre of our restorative approach to support families when there are catch up needs to promote achievement and aspiration for children, young people, adult volunteers and families.

You will provide management supervision and oversight to the work in your team to ensure efficient and effective service delivery. You will ensure that safeguarding risk is managed proportionately and local and national safeguarding procedures are adhered to. Working well with partners is key and you will develop and use professional networks to enhance partnership working through the following approach:

Planning: Planning a targeted approach to recruit, market, train up volunteers and liaise with schools to support young people to raise attainment and achievement.

Training and mentoring: You will manage a team training up volunteers to support children in school through a planned approach and mentoring those volunteers to succeed and progress.

Monitoring/ evaluating: monitoring and evaluating the success of the scheme for schools and volunteers and providing reports to managers of outcomes and success criteria.

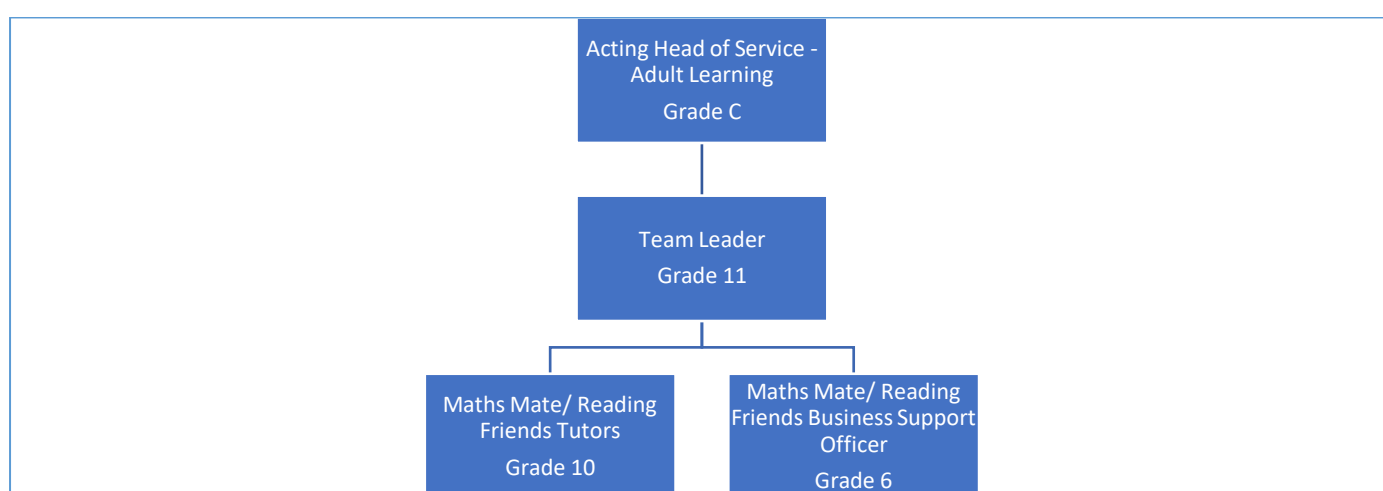
This role is based within [Children and Families](#).

Find out more about [working for Kirklees](#).

Key areas of responsibility

- Manages your team to ensure the delivery of high- quality effective maths and reading outcomes and ensuring compliance with national standards
- Manage team within local HR and Financial procedures.
- Creates and develops relationships with critical partners to promote Maths Mates and Reading Friends scheme as part of Early Support and Learning services.
- Implements procedures for safe and effective work- load management.
- Provides management supervision to your team in line with local and national measures and standards to develop effective practice by adopting best practice models of teaching and learning.

- Supports partners who are Learning Professionals ensuring they follow best practice for national standards in maths and reading.
 - Takes a lead on safeguarding for your team and supporting partners in keeping both children and adults safe.
 - Manages a resources budget for the programme effectively and in line with council procedures.
 - Provides timely and accurate reports on progress of the scheme to managers.
- **Position of job in organisational structure**



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Ability to work flexibly and manage high quality learning programmes for a wide range of learners.	Essential
Experience of supporting tutors (including performance- based supervision/ and or coaching) working with children,young people and families/ schools.	Essential
Ability to lead and motivate a team.	Essential
Degree or comparable qualification.	Essential
Qualified Teacher Status or equivalent.	Essential
Detailed working knowledge of relevant learning practice and ability to apply expectations to best learning practice.	Essential
Experience of developing learning programmes and monitoring and evaluating their impact.	Desirable
Experience of managing a budget.	Desirable
Committed to personal and career development and keeps up to date with	Essential

developments in maths and reading curriculums and works within expected national standards for school based and/or adult education.	
Ability to contribute to the development of the service.	Essential
Ability to manage conflicting deadlines	Essential
Ability to develop partnerships with a wide range of learner groups and organisations/ partners.	Essential
Willingness to travel between locations, either on foot or using public transport. Possession of a driving licence and a car available for work may be desirable.	Essential
Accepts an enhanced DBS check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Childrens	Grading ID	67295
Job ID	TBC	Last Updated	Sept 2021
Job Focus	N/a	Career Progression	N/a

Contractual Variants

DBS Category	Children	DBS Type	Enhanced
Health Check	N/a	Politically Restricted	N/a
24/7 working	N/a	Public Holidays	N/a
Night Working	N/a	Alternating Pattern	N/a
Standby	N/a	Other	N/a
Checked by HR	R Breeze		