



## TEAM LEADER GUIDE



# WELCOME!

## Team Leaders

**The role, the responsibilities, what they will need  
(NOVUS emails), management styles**

Welcome to NOVUS! As a Team Leader, you play a crucial role in integrating NOVUS principles into your school/s team. This guidebook will provide you with an overview of your roles and responsibilities, communication channels, interactions with Senior Leadership Teams (SLT), subject leads, team expectations, and potential progression opportunities within the organisation.

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## Roles and Responsibilities

### 1. Champion NOVUS Principles:

Lead by example in promoting NOVUS values, including innovation, collaboration, and continuous improvement.

### 2. Team Management:

Oversee and support your team members in implementing NOVUS initiatives within your school.

### 3. Communication Liaison:

Act as a bridge between your school's staff and the NOVUS leadership team, ensuring clear communication and understanding of NOVUS goals.

### 4. Professional Development:

Identify training and development opportunities for your team to enhance their skills and knowledge.

## NOVUS Email and Communication Lines

All NOVUS Team Leaders will have access to a dedicated NOVUS email account for official communication.

Regular team meetings will facilitate collaboration and information sharing among Team Leaders/Management

Periodic updates from NOVUS leadership will keep you informed about company-wide developments.

## SLT in Each School and Who to Know:

Familiarize yourself with the Senior Leadership Team (SLT) at your school, including the roles of the following key individuals:

**Headteacher:** NOVUS Management primary point of contact for school-level matters and decision-making.

**Deputy Headteacher:** Often responsible for overseeing NOVUS initiatives within the school.

**Subject Leads:** Collaborate with these individuals to align NOVUS efforts with subject-specific goals and curriculum expectations.

**SENCO (Special Educational Needs Coordinator):** Coordinate NOVUS initiatives to support students with special educational needs.

## Subject Leads (Primary Contact):

Subject leads play a vital role in implementing NOVUS initiatives in their respective departments. Collaborate with them to:

- Identify subject-specific NOVUS goals and projects.
- Support them in integrating innovation and collaboration into the curriculum.
- Share best practices and resources to enhance teaching and learning.

## Expectations of Your Teams:

**Alignment with NOVUS Principles:** Encourage your team members to embrace innovation, collaboration, and continuous improvement in their daily work.

**Clear Communication:** Ensure that team members are aware of NOVUS goals and initiatives, and encourage open communication within the team.

**Implementing Curricular lessons:** Maintaining the high expectations of following set curriculum plans in ALL lessons

**Professional Development:** Support team members in accessing relevant training and development opportunities to enhance their skills and delivery.

## Progression:

**As a NOVUS Team Leader, you have opportunities for progression within the organisation, including:**

**Mentorship:** Experienced Team Leaders can mentor new recruits and share their expertise, as well as conducting interviews.

**Leadership Roles:** High-performing Team Leaders may be considered for leadership roles and 'Head of Department' roles.

**Continued Learning:** NOVUS offers ongoing professional development to help you grow in your role and beyond.

**Recognition:** Outstanding contributions to NOVUS may lead to awards and bonus schemes within the company.

Remember, your dedication to NOVUS principles and your commitment to fostering innovation and collaboration within your school can have a lasting impact on every child's success.