

THE FOREST SCHOOL

Teacher Job Description

Job Title: English 2ic/ KS3 Coordinator

Responsible to: The Headteacher

Core Subject Team Leader (curriculum matters)

Community Leader (pastoral matters)

The duties outlined here are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the Teachers' Standards. This Job Description will be reviewed annually and may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

OVERALL RESPONSIBILITIES

To maintain and build upon the standards achieved in the award for QTS (Secondary) as set out by the Secretary of State

To assist the Headteacher and Core Subject Team Leader in lead in being part of the leadership responsible for creating an outstanding learning environment for all our pupils

KEY ACCOUNTABILITIES

LEADING

1. To lead pupil learning through effective teaching in accordance with the Subject Team's schemes of work and policies
2. To have responsibility for development and implementation of the curriculum under the leadership of the subject team leader
3. To be responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
4. To assist the subject team leader in fulfilling the requirements of the monitoring of teaching and learning across the team
5. To contribute to the creation, consistent implementation and improvement of schemes of work which encapsulate key school learning strategies.
6. To contribute to the development, implementation and review of the Team Improvement Plan (TIP) and Team SEF (TSEF).
7. To participate in, contribute to and to chair (in the absence of the team leader) Subject Team meetings.
8. To consistently follow the Subject Team's Independent Learning systems and processes, in accordance with the school policy.
9. To deputise in the absence of the team leader.
10. To be the team's primary mentor.
11. To liaise with feeder primaries and work with transition leads to understand the Y6 curriculum and the levels of attainment on entry for each cohort.
12. To ensure that literacy and reading are a high priority on all subjects at KS3.
13. To monitor the quality of written work across KS3.
14. To monitor data of students across KS3 and implement intervention where needed.

LEARNING

1. To use a variety of teaching methods and approaches, including group work, active learning and ICT to match curricular objectives and the range of pupil needs
2. To ensure an equal opportunity for all pupils to succeed through the use of differentiation and Assessment for Learning
3. To set and mark work regularly, in accordance with the School assessment policy
4. To keep an accurate register of pupils for each lesson
5. To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses taught.

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6. To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
7. To contribute to enrichment opportunities for pupils within the subject area(s)
8. To ensure that appropriate work is set for classes when absent
9. To ensure that appropriate work is set for absent pupils, including the Isolation Room and long-term absentees.
10. To assist the subject team leader in all aspects of monitoring the learning of pupils within the subject.

PROGRESS

1. To contribute to the effective leadership across the team of processes and procedures which will expedite progress for students
2. To ensure continuity, progression and cohesiveness in all teaching through leadership of effective planning.
3. To be familiar with and contribute to the ongoing development and implementation of statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
4. To agree, monitor and evaluate pupil progress targets to make a measurable contribution to whole-school targets.
5. To support the ongoing leadership and development of processes which track pupil progress and make use of analysis and evaluation of performance data, including assessment, recording and reporting, to inform practice and raise standards for own classes and across the team.

COMMUNITY

1. To attend Parents Consultation Evenings and other events, as required within the agreed school time budget.
2. To use the positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem
3. To be a role model to pupils through personal presentation and professional conduct
4. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work
5. To take responsibility for safeguarding and promoting the welfare of all pupils
6. To establish effective working relationships with professional colleagues and associate staff
7. To ensure effective communication/consultation with colleagues, Governors, parents and pupils
8. To record all telephone conversations /meetings /discussions /concerns/incidents and ensure that these are placed on the relevant pupil/staff file
9. To strive for personal and professional development through active involvement in the School's CPD programme and Personal Professional Development procedures, where appropriate
10. To work with the Community Leaders and Subject Team colleagues to monitor standards of dress, behaviour and organisation of pupils through the consistent application of the Classroom Routines
11. To follow all policies and procedures of the school, including the Teaching and Learning, Rewards and Praise, Behaviour for Learning, Child Protection and Safeguarding policies
12. To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, the Teachers' Standards and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children

To undertake any reasonable task as directed by the Headteacher / SLT & Core Subject Team Leader

N.B: Every subject teacher will be expected to have pastoral responsibilities. Part-time teachers will be attached to a Community and have an involvement in the PDC programme. Depending on the hours agreed, the post-holder may be required to cover registration periods and tutor time.

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Signed..... *Date*.....