

<b>Salary:</b>	Teacher's Pay Scale
<b>Responsible to:</b>	SLT, Curriculum Area Leader
<b>Date of Job Description:</b>	

## Purpose of the Role:

- To support the English SLT Link/Curriculum Area Leader of English in ensuring the students make good progress in English
- To support the English SLT Link/Curriculum Area Leader of English in building and maintaining an effective teaching team which continually improves the quality of learning and achievement and supports the objectives of the school
- To contribute towards raising standards and achievement of all students and being specifically responsible for the progress of Key Stage 3 students
- Assist with devising, implementing, monitoring and evaluation of department policies, documentation and reviewing cohort specific data
- To develop curriculum overviews detailing schemes of work inclusive of teaching and learning strategies, resource implementation, adapting and responding content to the needs of learners, homework and assessment tasks, in order to facilitate and enhance learning which will enable all students to achieve high standards attainment and achievement. This includes ensuring the Year 6 prerequisite knowledge is incorporated into Key Stage 3 schemes of work

## Main Tasks and Responsibilities

### General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.

- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

### **Accountabilities**

- Support the English SLT Link/Curriculum Area Leader of English in implementing curriculum overviews and schemes of work
- Monitor the progress made in achieving subject improvement plans and evaluate the effects on teaching and learning
- Deputise for the English SLT Link/Curriculum Area Leader of English when required or requested by any member of SLT
- Deputise key meetings for the English SLT Link/Curriculum Area Leader of English as and when required
- Take a lead role in implementing and taking part in departmental initiatives and initiating change accordingly
- Oversee and support the Key Stage 3 scheme of work planning team and ensure the year 6 prerequisite knowledge is incorporated throughout
- Organise Key Stage 3 Educational Visits and enrichment opportunities
- Mentor English trainees within the department, including Teach First and SCITT
- Support the English SLT Link/Curriculum Area Leader of English in ensuring the school's behaviour policy is consistently implemented within the English department
- To assist in the recruitment and deployment of staff as appropriate

- Support the English SLT Link/Curriculum Area Leader of English in conducting learning walks and work sampling within the department to monitor consistency and evenness across the department of EXCEL, PRIDE and SMART
- Ensure schemes of work are developed and delivered appropriately
- Ensure that student progress is regularly assessed and accurately reported
- Create, maintain and enhance effective relationships with colleagues and students
- Coordinate student voice for the department preparing a report per cycle and using the student feedback to inform and develop schemes of work and pedagogy in the department
- Secure, monitor and control the use of resources to support effective teaching and learning
- Offer advice and assistance to colleagues and supply teachers regarding classroom and behaviour management
- Liaise with cover supply teachers on a day to day basis regarding the delivery of schemes of work

### **Key Behaviours**

- Have high expectations of students and colleagues
- Be able to build and maintain constructive relationships
- Role model the behaviour they expect of others
- Work with emotional intelligence, self-awareness and control
- Understand their formal duties and responsibilities in respect to safeguarding.
- Communicate effectively by listening to others and involve them in the decision-making process.
- Respect the insights of others and work well as a team member
- Be willing to share good practice, learning and resources.
- Develop themselves to improve their performance
- Take on board feedback.
- Be adaptable and make pragmatic use of innovation
- Be creative, reflective and evaluative.

### **Knowledge and Skills**

- Principles and practises of effective teaching and learning
- Preparation of Programmes of Study and schemes of work
- Recognise and understand progression through National Curriculum levels

- Knowledge and understanding of subject area
- Principles and practice of monitoring/assessment /evaluation
- The application of ICT in enhancing teaching and learning