

JOB OUTLINE

JOB TITLE: Assistant Key Stage 3 Lead (Teacher with TLR 2.1, £3214).

GRADE: Senior Manager (MPS/UPS + TLR 2.1 plus SEN 1 or 2 as appropriate).

LOCATION: West Lancashire Community High School.

RESPONSIBLE TO: Headteacher/Deputy/Key Stage Leader/Governors.

STAFF RESPONSIBLE FOR: Identified staff in accordance with appraisal structure.

DUTIES:

To provide professional leadership and management within Key Stage 3 including responsibility for core subjects to secure high-quality teaching, effective use of resources and improved standards of learning and achievement for all students. To deputise for Key Stage Leader in his/her absence.

The duties outlined in this description are in addition to those covered by the latest School Teachers' Pay and conditions document. It may be modified by the Headteacher with agreement to reflect or anticipate changes to the post, commensurate with the salary and job title.

THE ASSISTANT KEY STAGE LEAD WILL:

- Undertake the normal responsibilities of the class teacher with particular strengths in: Teaching & Learning, Assessment, Monitoring and Reporting.
- Be an active participant of the senior management team.
- Incorporate the Headteacher's strategic principles into the daily management of the department that they work in.
- Assist the Key Stage Leader in the day-to-day organisation and management of the department, including effective deployment of staff, appropriate timetabling & efficient use of resources.
- Support the Key Stage Leader with pastoral aspects.
- Liaise with assistant key stage leads in transitional curriculum organisation.
- Support and/or represent the school's managerial principles at meetings both on and off site, as and when required.
- Demonstrate good practice in teaching and management responsibilities and attend appropriate in-service training.
- Personal reading to keep up to date with current issues, developments and new resources.
- Work within the Code of Practice relating to Special Educational Needs.
- Undertake such duties as are delegated by the headteacher.

STANDARDS AND QUALITY ASSURANCE

- Support the aims and ethos of the school.
- Support the school's aim in promoting the positive profile of SEN, within the wider community.
- Ensure the appraisal process within their department is used as a tool to create an ethos of continued professional development and progressive working practices.

- Challenge underperformance and set appropriate targets to address this.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in school activities.
- Participate in and contribute to staff training and development, as a whole school, departmental or subject group.
- Positively support and contribute to positive links with other schools and agencies.

OTHER DUTIES AND RESPONSIBILITIES

- To support the development of their department by synthesising all student tracking, producing appropriate reports and identifying progress through the School Development Plan.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.