

JOB DESCRIPTION AND PERSON SPECIFICATION

<p><u>Job Title:</u> Associate Lead Teacher - English</p>	<p><u>Grade:</u> Leadership points 2 – 6</p>
<p><u>Job Family:</u> Teaching</p>	
<p><u>Overall Purpose of Job:</u></p> <p>In the role of Associate Lead Teacher for English, you will provide pedagogic leadership supporting other Lead Teachers as an outstanding classroom practitioner. You will play a key part in raising standards through the modelling of your own outstanding teaching and supporting the professional development of your colleagues. Your ultimate aim is to improve the learning experience and increase the outcomes of students, whatever their ability.</p>	
<p><u>Main Responsibilities:</u></p> <ol style="list-style-type: none"> 1. You will work with Lead Teachers to contribute to the development of strategies in English 2. You will promote and be committed to securing high expectations for learning and the raising of achievement within the academy(s) 3. You will effectively teach National and Academy curriculum 4. You will set appropriate homework 5. You will mark work, assess, record and report on student progress 6. You will provide a stimulating learning environment 7. You will have due regard for maintaining health and safety and security in the area(s) you use 8. You will work with Lead Teachers to contribute to both department and academy enrichment programmes 9. You will assist with the effective operation of subject teams, individually and with others, by: <ol style="list-style-type: none"> a. developing schemes of work, resources, teaching and learning strategies b. contributing to review, monitoring and evaluation and the development of working practices c. participating in working groups and projects d. taking part in other professional development activities 10. You will work with other teachers to improve attainment, classroom practice and professional development 11. You will act as a model of outstanding teaching 12. You will raise student aspirations at all levels 13. You will raise attainment across the department through leading improvements in teaching and learning 14. You will work with other Lead Teachers and other teachers on classroom organisation and teaching methods/providing model lessons by: <ol style="list-style-type: none"> a. supporting with continuing professional development activities b. holding workshops on classroom management, differentiation, pace and challenge, co-coaching c. matching teaching approaches to student learning styles d. demonstrating model lessons e. Team teaching f. Developing strategies with colleagues to use with students experiencing difficulties g. Keeping abreast of the new teaching and learning strategies 15. You will disseminate best practice based on educational research by: <ol style="list-style-type: none"> a. Identifying educational research to enhance existing practices b. Developing action planning based on the needs of the department 	

16. You will produce high quality teaching materials working with Lead Teachers:
 - a. Updating existing and create new schemes of work and supporting their implementation
 - b. Supporting the introduction of new technologies, such as video conferencing, white board technology, the internet and the academy learning platform
 - c. Sharing good practice with members of staff
17. You will advise on professional development:
 - a. Assisting with designing and delivering professional development activities
 - b. Participating in the planning and delivery of focused professional learning days
18. You will help teachers experiencing difficulties by:
 - a. Observing and feeding back on their teaching
 - b. Providing a structure programme of advice and support
 - c. Giving constructive criticism
19. You will mentor Early Careers Teachers, if required, by:
 - a. Providing a weekly discussion and overseeing personal action planning
20. You will support Initial Teacher Training by:
 - a. Providing exemplar lessons for trainee teachers
 - b. Contributing to the assessment of students' teaching practice
 - c. Participating in the training of teachers within teacher training institutions
 - d. Acting as mentor to trainee teachers
21. You will support intervention by:
 - a. Providing workshops for identified students
 - b. Providing targeted support for disaffected or more able students
 - c. Supporting strategies to help particular groups such as underachieving boys

General

22. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay.
23. You will participate in training and other learning activities and performance development as required.
24. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
25. You will ensure strict confidentiality in all areas of work.
26. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
27. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
28. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
29. You will always comply with the Trust's policies and procedures.
30. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Graduate with qualified teacher status (QTS) (C)
- Outstanding record as a Leader of English (A/I/R)
- An excellent classroom practitioner that can model best practise (I/ R)
- Experience of effectively teaching intervention groups at KS3 and KS4 (A/I)
- Strong organisational and personal management skills (A/I)
- An awareness of current challenges in English (A/I)
- Secure knowledge of national curriculum requirements at KS3 (A/I)
- Secure knowledge of courses and requirements at KS4 and KS5 (A/I)
- Understanding of use of data to assess and inform teaching and learning (I)
- Effective planning and teaching (A/I/R)

- Effective behaviour/classroom management (A/I/R)
- Able to demand high standards from others (A/I/R)
- Able to lead a high performing team (A/I/R)
- Able to work independently and be a team player (A/I)
- Able to develop and support other staff to develop a variety of teaching strategies (A/I/R)
- Able to enthuse and direct students and staff towards raising expectations and levels of achievement (A/I/R)
- Able to meet deadlines (A/I)
- Strong ICT skills (A/I)
- Flexible and committed to work across our group of partnership schools (A/I)
- Takes the initiative (I/R)
- Self-motivated (I/R)
- Able to respect sensitive and confidential work (I)
- Committed to own personal development and learning (A/I)
- Regular use of a car for business purposes (expenses reimbursed) (A/C)

Desirable

- Hold AST/SLE status or equivalent (A/I)
- Experience of leading, developing and enhancing the teaching practice of other staff (A/R)
- Experience of teaching A level English (A/I/R)
- Relevant management experience (A/I/R)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

Behaviours

- Polite
- Punctual
- Highly organised
- Reliable
- Flexible
- Passion for learning
- Clear communicator
- Takes initiative
- Self-motivated
- Resilient
- Determined to succeed
- Team player
- Emotionally intelligent

Contacts and Relationships:

Managers - in daily contact with Senior leaders/Principal within the academy.

Support Staff – in regular contact with support staff who are involved in classroom support, HR, finance, cleaning, catering, site supervision and health and safety.

Trust Staff – in contact with Trust staff within the wider Education team (e.g., Subject Directors), Executive Leaders, Teaching Schools, Finance, Facilities, ICT and Human Resources.

External – in regular contact with parents/carers, AAB members, visitors, external agency professionals, suppliers, contractors, trade unions, as required.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.