

## **JOB DESCRIPTION**

**POST: Director of L4L**

**GRADE: TMS/UPS – TLR 1.2**

**REPORTS TO: Principal**

### **Post Summary**

To lead the Key Stage 3 Team, developing and delivering the Key Stage 3 competency-based curriculum model.

- Working closely with the Senior Team you will help to develop and implement the standards, curriculum and pastoral developments across the Key Stage.
- You will work with colleagues across the Academy to support strategic development, share good practice and plan collaborative activities.
- Line manage staff within the department and conduct observation, work scrutiny and appraisal in line with Trust policies.

### **Duties and Responsibilities**

#### **Teaching and Learning**

- Working as part of the Key Stage 3 Team plan and deliver a curriculum which allows Key Stage 3 students to make rapid progress in achievement, attendance and behaviour.
- Encourage the development of key skills needed for effective participation in Academy life, social skills, self-esteem, confidence and learning skills.
- Teach students a range of subjects through cross curricular themes.
- Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well focused teaching and through positive and productive relationships.
- Carry out teaching duties in accordance with the Academy's schemes of work.
- Set targets for student attainment levels.
- Planning and resourcing for subjects within the themes.
- Identifying and providing for Gifted and Talented subject students.

#### **Assessing and Reporting**

- Develop and implement regular subject formative and summative assessment including end of year examinations.
- Monitoring and tracking of student performance in subjects.
- Mark and return work within agreed time span, providing feedback and targets.
- Provide assessment reports to monitor student progress.
- Liaise with parents and attend consultation days and evenings.

### **Standards and Quality Assurance**

- Implement the Academy Quality Assurance Policy to ensure that standards are maintained appropriately.
- Support the aims and ethos of the Academy to maximise the achievement of all.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in open evenings and student performances.
- Uphold the Academy's behaviour code and uniform regulations.
- Participate in staff training.
- Attend team and staff meetings.

### **Pastoral**

- Management and monitoring attendance of students alongside the attendance officer
- Contact with parents.
- To support as effectively as possible the academic and pastoral needs of each student in Literacy for Life.
- To be aware of Child Protection issues and to report concerns where they arise.
- To treat all students equally regardless of religion, ethnicity or gender but to be mindful of the different needs, values and beliefs of different groups.
- To use baseline data to track the overall attainment and achievement of students and develop strategies to intervene where necessary.

**The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**