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Job Description

Post Title	Teacher
Purpose	<ul style="list-style-type: none"> To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate To monitor and support the overall progress and development of students as a teacher/ Form Tutor To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential To contribute to raising standards of student attainment To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth
Reporting to	Teaching and Learning Leader for subject
Responsible for	The provision of a full learning experience and support for students
Liaising with	Head/Deputy, teaching/support staff, LEA representatives, external agencies and parents
MAIN (CORE) DUTIES	
Operational/ Strategic Planning	<ul style="list-style-type: none"> To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department To contribute to the Curriculum Area and department's development plan and its implementation To plan and prepare courses and lessons To contribute to the whole school's planning activities
Curriculum Provision	To assist the TLL, the Deputy Head Quality Assurance, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives
Curriculum Development	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives

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<p>Staffing</p> <p>Staff Development:</p> <p>Recruitment/ Deployment of Staff</p>	<ul style="list-style-type: none"> ● To take part in the school's staff development programme by participating in arrangements for further training and professional development ● To continue personal development in the relevant areas including subject knowledge and teaching methods ● To engage actively in the Performance Management Review process ● To ensure the effective/efficient deployment of classroom support ● To work as a member of a designated team and to contribute positively to effective working relations within the school
<p>Quality Assurance</p>	<ul style="list-style-type: none"> ● To help to implement school quality procedures and to adhere to those ● To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required ● To review from time to time methods of teaching and programmes of work. ● To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
<p>Management Information</p>	<ul style="list-style-type: none"> ● To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc. ● To complete the relevant documentation to assist in the tracking of students ● To track student progress and use information to inform teaching and learning
<p>Communications</p>	<ul style="list-style-type: none"> ● To communicate effectively with the parents of students as appropriate ● Where appropriate, to communicate and co-operate with persons or bodies outside the school ● To follow agreed policies for communications in the school
<p>Marketing and Liaison</p>	<ul style="list-style-type: none"> ● To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools ● To contribute to the development of effective subject links with external agencies
<p>Management of Resources:</p>	<ul style="list-style-type: none"> ● To contribute to the process of the ordering and allocation of equipment and materials ● To assist the Teaching and Learning Leader to identify resource needs and to contribute to the efficient/effective use of physical resources ● To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students

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Pastoral System	<ul style="list-style-type: none"> ● To be a Form Tutor to an assigned group of students ● To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole ● To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System ● To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
	<ul style="list-style-type: none"> ● To evaluate and monitor the progress of students and keep up-to-date student records as may be required ● To contribute to the preparation of Action Plans and progress files and other reports ● To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved ● To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff ● To contribute to PSHE and citizenship and enterprise according to school policy ● To apply the Behaviour management systems so that effective learning can take place
Teaching	<ul style="list-style-type: none"> ● To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere ● To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required ● To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students ● To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students ● To undertake a designated programme of teaching ● To ensure a high quality learning experience for students which meets internal and external quality standards ● To prepare and update subject materials ● To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus ● To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework ● To undertake assessment of students as requested by external examination bodies, departmental and school procedures ● To mark, grade and give written/verbal and diagnostic feedback as required

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Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the school in meeting its legal requirements for worship
- To continue personal development as agreed
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To carry out these responsibilities taking full regard of the school's Equalities Policy, the philosophy of Inclusion and encouraging its successful implementation
- Commitment to safeguarding and promoting the welfare of children and young people and an expectation for all staff to share this commitment
- To support the Governing Body in its whole-hearted adoption of all the School's Policies and Aims
- To undertake any other duty as specified by STPCD not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

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JOB DESCRIPTION

LITERACY LEAD - TLR I

Purpose of the Post:

The subject leader will take lead responsibility for providing leadership and management for literacy to secure:

- High-quality teaching and subject knowledge of staff
- A coherently planned and sequenced literacy curriculum in subject areas
- Improved standards of learning and achievement for all
- Effective use of resources to identify student literacy needs
- Implementation of strategies to improve students' literacy needs

Reporting to:

- SLT

Responsible for:

- EAL Lead
- Library
- Literacy Support Staff

Duties and Responsibilities:

Strategic direction

- Set high expectations which inspire, motivate and challenge pupils
- Develop effective teaching and learning strategies
- Promote and monitor the use of school policies within the subject
- Contribute to school improvement planning, including creating subject action plans and evaluating the effectiveness of the subject
- Provide effective line management of the EAL lead, library and literacy support staff

Subject knowledge and curriculum development

- Use extensive, up-to-date subject knowledge to lead literacy across the school, and keep up to date with developments in pedagogy and the curriculum
- Oversee the planning of curriculum content, ensuring it is well sequenced to promote pupil progress
- Ensure the planned curriculum is effectively and consistently implemented across the school

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- Work with teachers and other subject leads to build links between the English curriculum, literacy skills and the wider curriculum
- Promote a high standard of speaking, listening, writing and reading of English among colleagues

Professional development

- Provide training, practice and coaching so all staff become experts in teaching reading, spelling and writing
- Attend relevant training courses and share new knowledge with colleagues

Monitoring and assessment

- Quality assure data to ensure it is accurate, reliable and valid
- Analyse internal and external assessment data to track pupil progress and attainment
- Identify where pupils have learning gaps or are not making the expected progress, and make sure interventions target these
- Monitor the quality of teaching and learning across subjects, including book scrutinies, teacher planning scrutinies, lesson observations and learning walks
- Moderate assessment to make sure teachers are making accurate judgements of pupils' progress

Leading and managing colleagues

- Establish positive working relationships among colleagues, modelling effective team working and support
- Help colleagues develop positive communication with pupils and parents
- Appraise colleagues and help them develop professionally following the school policy

Managing resources

- Audit, check and manage literacy resources termly, to ensure they are available, up to date, varied and diverse, and match pupil and curriculum needs
- Provide support with classroom displays for the subject area across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks may not have been identified. The post holder will be expected to undertake tasks which are commensurate with the position at the discretion of the headteacher.

The Job Description may be varied to meet the changing demands of the school. It will be reviewed at intervals and may be subject to modification or amendment at any time after consultation with the post holder.

Person Specification

Introductory Note: All the criteria in the following list will be used at the interview, but only those which are starred will be used for shortlisting.

General Background

1. Qualified Teacher Status within the relevant subject area.*
2. Experience of teaching all or most of the age range served by the School (11 – 18).*
3. Well qualified in the appropriate subject area and/or participation in relevant in-service courses and/or further professional study.*

The Curriculum and Students

4. Successful experience of organising, delivering and evaluating the teaching of the subject area both with regard to methodology as well as content.*
5. Understanding of the requirements of the National Curriculum and developments in teaching of GCSE and post 16 within the subject area.*
6. Understanding of and experience in developing cross-curricular links.
7. Evidence of commitment to, and enthusiasm in raising of standards and achievement.*
8. Evidence of the ability to oversee and promote effective participation of students in lessons.

Equality Policies

9. Understanding of, commitment to and experience of, promoting equal opportunities.*

Management of Resources

10. Successful experience in organisation, planning and record-keeping.*
11. An understanding of the issues related to morale and motivation.

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Relationships with the School's Community

12. Awareness of the ways in which parents, the local community and industry can be involved in students' learning.*
13. Skill in communicating effectively with Parents, Governors and the Headteacher.
14. An understanding of and commitment to the effective promotion of the school.
15. An understanding and commitment to playing a broader role in the school.*

Aptitudes

16. Ability to work as part of a team and contribute positively to the team's objectives.*
17. Enthusiasm, energy and commitment to teaching.*
18. Good listening skills.