

ROKESLY JUNIOR SCHOOL

Job Description (TLR 2b)

Subject(s): English Subject Leader and Senior Management Team Member

The primary aim is to be responsible and accountable for high-quality teaching and learning, including attainment and progress.

The appointment is subject to the current conditions of employment for teachers.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Haringey. All employees are expected to understand and promote equality and diversity in the course of their work.

Planning, Teaching, Assessment and Class Management:

Teachers will ensure effective teaching of allocated pupils by:

1. Identifying clear teaching objectives;
2. Providing clear structures for lessons and, using a variety of teaching strategies, maintain pace, motivation and challenge;
3. Setting tasks which challenge pupils and ensure high levels of interest;
4. Assessing how well learning objectives have been achieved;
5. Marking and monitoring pupils' work and setting challenging learning targets;
6. Assessing and recording pupils' progress systematically;
7. Identifying SEN or very able pupils and meeting their needs;
8. Maintaining an effective atmosphere for learning and following the school's Behaviour Policy;
9. Ensuring that all children enjoy equal access to an appropriate curriculum which enables them to achieve;
10. Evaluating their own teaching critically to improve effectiveness;
11. Ensuring effective partnership with staff supporting within and/or outside the classroom;
12. Managing Teaching Assistants and volunteers in the classroom;
13. Developing and maintaining an appropriate classroom environment;
14. Contributing to the development of teaching and learning materials e.g. schemes of work;
15. Organising relevant trips and educational experiences;
16. Organising and delivering assemblies;
17. Preparing informative reports to parents;
18. Attending parents' evenings and other meetings (e.g. SEN meetings) as necessary.

Other Professional Requirements

Teachers are expected to:

1. Be familiar with teachers' professional duties and legal liabilities e.g. equal opportunities
2. Operate at all times within the stated policies and practices of the school;
3. Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
4. Contribute to the life of the school through effective participation in meetings and management systems;
5. Take an active and positive role in their own performance management;
6. Participating in appropriate INSET/Professional Development;
7. To communicate effectively with parents/carers, governors and external agencies;
8. Maintain good order, discipline and the well-being of your own pupils and to share in the corporate responsibility for all pupils, whether on the school premises or authorised activities elsewhere.

All the below refer to the curriculum area(s) identified above.

Exercising professional skills and judgement

The post requires knowledge and understanding of:

- 1 The school aims, priorities, targets and action plans;
- 2 The characteristics of high quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all pupil groups;
- 3 The relationship of the key stage and curriculum area priorities to the development of the school as a whole;
- 4 Any statutory requirements relating to their area of responsibility.

See the National Standards for Subject Leaders.

Accountability for leading, managing and pupil development in Key Stage 2 across the curriculum and for developing English

The post requires the post holder to work with relevant colleagues in the Key Stage and across the school to:

- 1 Provide leadership at Year 2/3 and Year 6/7 transition, including the delivery of appropriate provision and processes at year specific transition points.
- 2 Contribute to the development and implementation of the academic, spiritual, moral, social and cultural curriculum of the Key Stage.
- 3 Ensure that children are ready to learn (equipment etc) and achieve high standards of personal behaviour, attendance, punctuality and engagement.
- 4 Develop strategies which enhance the positive relationships between school, parents/carers and the local community.
- 5 Develop and maintain appropriate schemes of work;
- 6 Develop and maintain appropriate assessment processes and procedures;
- 7 Identify relevant school improvement issues through rigorous self evaluation focussed on learning and achievement;
- 8 Evaluate the impact of all improvement activities on the quality of learning and teaching;

- 9 Identify barriers to learning and develop intervention strategies to address these;
- 10 Ensure that all teachers know what is required of them in teaching the subject;
- 11 Provide the Headteacher and the Senior Leadership Team (SLT) with relevant curriculum area and pupil performance information;
- 12 Define and agree appropriate improvement priorities with the Headteacher and SLT;
- 13 Write and follow an annual Subject Action Plan following approval from the SLT;
- 14 Report termly to SLT on progress with the Action Plan;
- 15 Be responsible for resourcing the subject area within the constraints of the budget given;
- 16 Identify and lead relevant CPD needs and opportunities for the whole staff;
- 17 Evaluate the impact of all improvement activities on the quality of learning and teaching
- 18 Take up all opportunities for personal professional development.
- 19 Be a lead teacher

Accountability for the impact on educational progress in English of all children throughout the school

The post requires the post holder to work with colleagues to:

- 1 Identify appropriate achievement targets annually;
 - a) Identify what support may be needed to achieve these targets and discuss with SLT on how this can be delivered;
- 2 Monitor planning, curriculum coverage and learning outcomes on a termly basis;
- 3 Ensure that assessments and assessment record sheets have been completed as appropriate;
- 4 Moderate assessments to ensure consistency throughout the school;
- 5 Create portfolios of children's work showing different levels of attainment;
- 6 Monitor pupil standards, learning and achievement against annual targets:
 - a) Ensure that question level analyses are made for Years 3, 4 and 5 summative assessments and year 6 SATs where appropriate.
 - b) Analyse these and any other data that exists.
 - c) Identify improvements necessary.
- 7 Lead evaluation strategies when any improvement needs are identified.

Leading, developing and enhancing the teaching of others

The post requires the post holder to:

- 1 Maintain personal expertise, and share this with other colleagues;
- 2 Act as a role model of good classroom practice;
- 3 Monitor and evaluate standards of teaching, observe colleagues when appropriate, identifying areas for improvement;
- 4 Plan and implement strategies to improve teaching where needs are identified;
- 5 Organise and, if appropriate, run in-service training;
- 6 Induct, support and monitor new staff;
- 7 Act as a performance management team leader for identified teachers when requested.