

Job Description & Person Specification

Lead Teacher in English



Job Description

Salary	LP L1 - L5 (currently £50025 - £55208)
Reporting to	Assistant Headteacher - Teaching & Learning
Responsible for	All teaching and support staff within Faculty
Location	Newcastle Academy

General Duties

Carry out “the duties of a school teacher” as set out in the Conditions of Service for School Teachers in England and Wales. Fulfil the role of subject teacher and Form Tutor as appropriate.

To do other reasonable tasks as laid down in the School Teacher Pay & Conditions document and as required from time to time at the discretion of the Headteacher

Newcastle Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced criminal records check.

Overall Responsibility

Work with the Headteacher, Leadership Team and Faculty Director to secure and sustain effective teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of student’s achievements, use benchmarks and set targets for improvement.

Specific Duties: Undertaking the following responsibilities:

1. School Leadership

- Work directly with the SLT and the Raising Standards Lead to raise progress and attainment
- Plan and deliver relevant department and school wide CPL
- To collaborate with other trust LPs and Directors
- To work alongside the Faculty Director to raise standards of student attainment by developing and monitoring whole school and Faculty improvement strategies as defined by the Faculty Improvement Plan and School Improvement Plan
- To work alongside the Faculty Director in contributing to the well-being and development of the school, including the supervision of students, the guidance of teachers and consultation with other senior colleagues.
- To work alongside the Faculty Director in helping to develop, communicate, implement, monitor and evaluate whole school and Faculty policies and reporting back to the Leadership Team.

- To work alongside the Faculty Director to work with colleagues to formulate aims, objectives and strategic plans relevant to the needs of students and the strategic direction of the school.

2. Leadership of Middle Leaders and Teachers, in accordance with School Policy by:

- To work alongside the Faculty Director in advising, guiding, inducting and mentoring leaders and members of the Faculty as appropriate.
- To work alongside the Faculty Director in monitoring the work of colleagues to ensure high quality teaching and learning and to develop and enhance their teaching practice.
- To work alongside the Faculty Director in attending meetings and presenting the views of members of the Faculty at, and reporting back from, all areas of consultation.
- To work alongside the Faculty Director in encouraging teachers in the Faculty to keep abreast of developments in their subject areas.
- To work alongside the Faculty Director in assisting in the professional development of teachers of the Faculty and taking a leading role in the Performance Management systems of the school.
- To work alongside the Faculty Director in chairing Faculty meetings, raising agendas and arranging distribution of minutes.
- To work alongside the Faculty Director in advising the Headteacher about advertising and recruiting Faculty staff and supplying skeleton references for members of the Faculty, as required.
- To work alongside the Faculty Director in ensuring clear lines of communication with all members of the Faculty.
- To work alongside the Faculty Director to promote teamwork, to motivate staff to ensure effective working relations and act as a positive role model.

3. Responsibility Structure

- To work alongside the Faculty Director in ensuring the responsibility structure alongside middle leaders and lead teachers within the Faculty supports maintenance and improvement of standards.
- To work alongside the Faculty Director in ensuring the successful completion and delivery of delegated tasks and responsibilities.

4. Curriculum

- To work alongside the Faculty Director to be proactive in leading curriculum development and initiatives at national, regional and local levels.
- To work alongside the Faculty Director with responsibility for ensuring, alongside middle leaders that up-to-date schemes of work are maintained for use internally and externally as required and monitoring how schemes of work are implemented and regularly reviewed to maximise their effectiveness.
- To work alongside the Faculty Director with responsibility for advising on and developing teaching approaches used by the subject teams, the development and selection of suitable materials and advising on classroom management appropriate to the relevant subject matter.

5. Assessment, Examinations, Reporting and Evaluation

- To work alongside the Faculty Director to be proactive in leading assessment development and initiatives at national, regional and local levels.

- To assist the Faculty Director by providing high quality exam/data analysis, subsequent action planning and establishing the process for target setting and monitoring progress towards targets set.
- To assist the Faculty Director in ensuring effective moderation procedures are in place and a portfolio for exemplification of standards is maintained.

6. Organising Learning

- To assist the Faculty Director to monitor and evaluate provision of SEN support and liaising with SENCO.
- To assist the Faculty Director to monitor and evaluate the provision and progress for high prior attainers
- To assist the Faculty Director to monitor and evaluate the arrangements, objectives and outcomes of educational visits.

7. Health and Safety Act

- To assist the Faculty Director to ensure that Health and Safety Policies and practices, including Risk Assessment, throughout the Faculty are in line with school policy and updated when necessary.
- To assist the Faculty Director having delegated responsibility for the implementation of the Act and reporting any issues and recording concerns via Faculty meeting minutes.

General

- Contribute to the overall ethos/aims of the academy
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- The post holder is required to be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- The post holder has a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. This post requires the post holder to undertake an Enhanced DBS with barred list check.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

This job description may be amended at any time in consultation with the post holder.

Person Specification

Requirements	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Degree or equivalent in English or related subject ▪ Qualified teacher status ▪ Evidence of continuing professional development ▪ Degree at 2:1 or above in English subject 	<ul style="list-style-type: none"> * * * *
Work related experience / Specialist knowledge	<ul style="list-style-type: none"> ▪ Evidence of leading change and of impact in current role ▪ Holds/has held a TLR within English ▪ Able to provide high quality teaching, supporting and motivating students of all abilities from KS3 to KS4 ▪ Working knowledge of English curriculum and examination specifications and assessment ▪ Has a track record of successful use of data to monitor performance and a history of successful intervention strategy ▪ Is able to evidence their knowledge of the KS3 curriculum, SOW and POS ▪ Highly effective classroom practitioner ▪ Able to accept autonomy, operate professionally and hold others to account ▪ Experience of coaching and mentoring 	<ul style="list-style-type: none"> * * * * * * * *
Aptitudes, skills and abilities	<ul style="list-style-type: none"> ▪ Able to enthuse, motivate and lead staff ▪ Commitment and enthusiasm for teaching English ▪ Ability to set targets, meet deadlines and to work under pressure ▪ Commitment to own professional development ▪ Willing to lead and participate in extracurricular activities 	<ul style="list-style-type: none"> * * * * *
Other	<ul style="list-style-type: none"> ▪ Newcastle Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS with barred list check. 	<ul style="list-style-type: none"> *



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