



Job Description

POST: Lead Teacher - Literacy

RESPONSIBLE TO: Director of English

SALARY: Leadership Pay Scale (starting salary negotiated for successful applicant)

PURPOSE:

To inspire imaginative and effective approaches to Literacy across the Academy, and make a major contribution to improving student literacy across the ability range.

To support other teachers to improve their effectiveness, modelling excellent practice and providing professional mentoring and to consistently teach high quality lessons which bring about excellent outcomes for students.

PRINCIPAL ACCOUNTABILITIES

Strategic Direction and Development of Literacy

- Contribute to and model policies and practices which promote literacy.
- Analysing national, local and Academy data, research and inspection findings to inform literacy development, policies, procedures and priorities.

Learning & Teaching

- To work as a lead practitioner to develop teaching and learning strategies that are effective and enable students to improve their literacy
- To work with the Director of English and the Assistant Director of English to identify students at risk of underachieving in English and advise and lead on appropriate intervention strategies to raise attainment
- To raise student achievement and attainment by focussing on literacy as evidenced by external examinations and internal assessments
- To develop staff expertise in all areas of literacy
- Keep up to date with current educational research and disseminate relevant information to colleagues
- To prepare and use performance and contextual data to track individual students and inform performance
- Be committed to the use of new technologies to improve teaching and learning

Leading and Supporting Staff



- To support Academy improvement through professional mentoring and coaching of colleagues both within and outside your own subject area
- To model excellent practice and lead others in the development of new pedagogies
- To support other teachers to develop their expertise
- Contribute to English and whole Academy curriculum policy by advising the Academy Leadership Team, through the line management structure on the most appropriate routes of accreditation in English
- To work with the Director of English and the Assistant Director of English to develop appropriate curriculum content for each level of learning which is challenging, engaging and differentiated to meet the needs of all students
- To create and share resources that support the development of assessment for learning strategies
- To contribute to the quality assurance of English teaching by working with the Director of English and the Assistant Director of English to ensure rigorous monitoring and evaluation of progress towards Team and Academy Development Plans
- Participate in the recruitment and induction of new staff
- To actively support the vision, ethos and policies of the Academy

Continuing Professional Development

- To lead the professional development of the whole Academy literacy
- To actively participate in the Academy's Performance Management processes for colleagues
- Reflect on and address own professional development needs
- Help to identify the professional development needs of colleagues
- Facilitate the professional development of colleagues and contribute to the Academy's bespoke CPD programme
- Initiate, and evaluate, action led learning improvement projects

Teaching Commitment

- The post holder will be expected to teach in line with the Academy's generic teacher's job specification.

Safeguarding Children

The Constellation Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks

PERSON SPECIFICATION

KNOWLEDGE/EXPERIENCE/SKILLS/QUALIFICATIONS/MENTAL SKILLS:

Qualifications – Essential:



- Qualified Teacher Status
- An honours degree in English or equivalent related to English
- Evidence of relevant recent professional development

1. Knowledge – Essential:

- Outstanding subject knowledge in your area of specialism
- Sound knowledge and understanding of what is required to secure effective teaching and learning
- Sound understanding of the strategies which help to raise students' attainment
- Knowledge and experience of harnessing the impact of new technologies
- An understanding of performance and contextual data as tools for improving standards of student achievement
- An understanding of up-to-date educational development nationally
- Understanding of the practical application of Equal Opportunities in a school context

Desirable

- An understanding of emotional literacy and developments to support learning and teaching

2. Experience – Essential:

- A proven track record of excellence in the classroom
- A proven track record of achieving excellent results across at least 2 key stages
- A clear understanding and belief in the Academy's core values
- A proven track record of working effectively with students, staff, parents and carers in terms of support and guidance
- Experience of monitoring and evaluation in relation to standards and outcomes
- Experience of working with other teachers and professionals to extend their understanding and effectiveness
- Proven track record of establishing the trust and respect of students and their parents/carers

3. Skills – Essential:

- A tangible passion and enthusiasm for English
- A keen interest in developing the teaching of English in an innovative and creative way
- Ability to use ICT effectively to support your professional role
- Excellent behaviour for learning skills

INTERPERSONAL/COMMUNICATION SKILLS:

- Be a team player
- Ability to promote, explain and rationalise the Academy's core values
- A caring and understanding nature
- Ability to motivate and inspire staff and students
- Ability to use tact, diplomacy, sensitivity and good humour
- The ability to understand others and create trust
- Ability to coach colleagues to improve their performance
- Effective written and spoken communication
- Awareness of the need for attention to detail
- Ability to demonstrate personal and emotional resilience when working in a range of challenging situations



- Personal commitment to extra-curricular activities
- Good health and an excellent attendance and punctuality record
- Motivation to work with staff, children and their families
- Commitment to safeguarding and promoting the welfare of children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with staff, children and their families
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline
- Willingness to undergo appropriate checks, including enhanced DBS checks

Work Environment

a, Work Demands

High quality curriculum provision and effective teaching and learning within the English Department. This may involve evening work (parents evenings, meetings etc).

b, Physical Demands

Endurance within a school setting, teaching students while standing, sitting, or walking throughout the classroom, use of educational aids (electronic whiteboards etc.), and retrieval and use of materials.

c, Working Conditions

Working in a classroom educational setting.

d, Emotional Demands

The post holder will be at some risk working in an educational environment above. May be at risk of abuse and aggression from students, parents and carers.

Creativity and Innovation

The post holder will be required to re-schedule work where/when necessary in order to fit in with the working day of the Academy and ensure that all tasks are completed.

Contacts and Relationships

- Executive Principal
- Head of School
- Staff
- Directors
- Community
- Parents
- Local Authority
- Managers on all levels and locations
- Trade unions

Other government departments



This Job Description conveys a full and accurate description of the job:

Signature

Designation

Date

1. **CONFIRMED BY:** **(LINE MANAGER)**

2. **CONFIRMED BY:**

3. **(SERVICE HEAD)**
(OR DELEGATE)

4. **RECEIVED & AGREED BY: (POST HOLDER)***

**The employee must countersign the Job Description to show that he/she has received it, although they may not agree with its content. They may delete "& AGREED" if this is the case.*

Grade established/Approved

DATE OF PANEL: **DATE:**