

## Job Description

<b>Job Title:</b>	<b>Leader of Key Stage 3 (Y7/8) English</b>
<b>Department/Directorate:</b>	<b>Middle Leadership Team (Ipsley)</b>
<b>Salary Scale :</b>	<b>TLR2c</b>
<b>Location:</b>	<b>Central RSA Academies Trust</b>

## Generic Duties and Responsibilities

### Accountability for leading, managing and developing Year 7/8 English

- Define and agree team improvement plan (within specific responsibilities) and support the development of the overall TIP that will fulfil school improvement priorities
- Lead, monitor, evaluate and report on the impact of improvement strategies on the quality of teaching and learning and students' achievement and use this analysis to guide further improvement
- Ensuring self and team are up to date and respond to local / national issues and agenda in relation to subject area and professional role
- Identify and coordinate CPD needs and opportunities
- Account for achievement, attainment and welfare of all students within your subject/ year
- Provide DLS with relevant subject, curriculum area or student performance information
- Monitor the learning climate across the team and implement strategies where needs are identified
- Analyse and interpret relevant national, local and school data, plus research and inspection evidence , to inform policies, practices, expectations, targets and teaching methods
- Be responsible for enrichment in relation to the curriculum area or year group

### Accountability for impact on educational progress beyond assigned students

- Identify appropriate key performance indicator targets
- Use data effectively to identify students who are underachieving and, where necessary, create and implement effective plans of action to support those students
- Monitor student standards and achievement against annual targets and across different groups of students
- Plan and implement strategies where improvement needs are identified with individuals and groups of students
- Ensure curriculum coverage, continuity and progression for all students, including those of high ability and those with special educational or linguistic needs
- Monitor standards of student behaviour and application and make appropriate interventions
- Lead evaluation strategies to contribute to overall team self-evaluation
- Ensure that relevant key performance indicators targets are met

## Accountability for leading, developing and enhancing the teaching practices of others

- Contribute to the student support strategy of the school and share good practice from the team with the wider school community
- Maintain personal expertise and share this with other teachers
- Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
- Monitor and evaluate standards of teaching, identifying areas for improvement
- Evaluate teaching role in the school, use this analysis to identify effective practice and areas for improvement and take action to improve further the quality of teaching and learning
- Induct, support and monitor new staff
- Engaging parents / carers in students' learning
- Establish and implement clear policies and practices for assessing, recording and reporting on students' achievement and for using this information to recognise achievement and to assist students in setting targets for further improvement
- Create a climate which enables other staff to develop and maintain positive attitudes towards the subject / role and to have confidence in teaching it
- Help staff to achieve constructive working relationships with students

### Specific Responsibilities

- To be allocated within the faculty structure diagram/responsibilities

The above duties are in addition to the MPS teacher job description, and those laid out in the professional standards and as outlined by STPCD.

### Other Specific Duties

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 Trust 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 of any employee who develops a disabling condition.

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

**March 2018**