

Haydock High School



Job Description

1. INTRODUCTION

1.1 **NAME OF POSTHOLDER:** _____

1.2 **JOB TITLE:** Leading Practitioner - English

1.3 **STATUS:** Permanent

1.4 **Specific Accountabilities:**

- To provide targeted support to colleagues to develop and enhance their teaching practice.
- To enable staff to develop their expertise to achieve aspirational targets for their students.
- Contribute to raising standards of student attainment and achievement across the curriculum and monitor and enhance student progress.
- Develop and enhance the teaching practice of others.
- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

1.5 **Line Management:**

- Reporting to – agreed SLT link
- Responsible for - designated teaching staff

1.6 **Liaising With:**

- Headteacher, Senior Leadership Team, Governing Body , teachers and support staff, LA representatives, external agencies and parents.

1.7 **Salary Scale:**

- LP Pay Scale : 6 - 10

1.8 **Working Time:**

- Full time as specified within the STPCD

1.9 **DBS Disclosure Level**

- Enhanced

2. TEACHING

- 2.1 Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
- 2.2 As part of your contractual obligations you may be required to teach identified classes in our partner primary and high schools as part of our outreach work either here or in those schools.

3. LEADERSHIP ROLE

- 3.1 Lead the development of teaching and learning to ensure student progress and achievement.
- 3.2 Monitor, monitor and actively deliver the Teaching and Learning development plan in English.
- 3.3 Work with colleagues to demonstrate, share and promote effective learning strategies to enhance the skills of colleagues.
- 3.4 Monitor the work of staff within the English Department.
- 3.5 Work collaboratively with other curriculum leaders to ensure that staff are supported to deliver lessons at an 'outstanding' level.
- 3.6 To monitor the work of colleagues and team and provide detailed reports of progress and planned work to underpin high quality Teaching and Learning in English.

4. TEACHING AND LEARNING

- 4.1 Keep up to date with national developments in regards to teaching practice and methodology.
- 4.2 Liaise with the SLT link to review impact of the work undertaken.
- 4.3 Have a critical understanding of the most effective teaching, learning and behaviour management strategies, and including how to select and use approaches that personalise learning to provide opportunities for all learners to achieve their potential.
- 4.4 To know how to improve the effectiveness of assessment practice in the workplace, including how to analyse statistical information to evaluate the effectiveness of teaching and learning across the school.
- 4.5 To have an extensive and deep knowledge and understanding of your subjects/curriculum areas and related pedagogy to help colleagues develop their knowledge of their subject area.

5. LEADERSHIP OF STAFF

- 5.1 Work with the designated SLT link to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- 5.2 Continue own professional development as agreed with SLT link.
- 5.3 Undertake Appraisal Reviews and to act as reviewer for a group of staff as identified by the Headteacher.
- 5.4 Hold staff to account for their effective lesson delivery.
- 5.5 Promote teamwork and to motivate staff to ensure effective working relations.
- 5.6 Participate in the school's ITT programme.

6. QUALITY ASSURANCE

- 6.1 Ensure the effective operation of quality control systems.
- 6.2 Support the whole school process of the setting of targets and to work towards their achievement.
- 6.3 Help to establish common standards of practice across departments and develop the effectiveness of teaching and learning styles in all subject areas.
- 6.4 Contribute to the school procedures for lesson observation and self-evaluation.
- 6.5 Implement school quality procedures and to ensure adherence to those within the department.
- 6.6 Seek/implement modification and improvement where required.

7. MANAGEMENT INFORMATION

- 7.1 Make use of analysis and evaluate performance data provided as appropriate.
- 7.2 Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- 7.3 Provide the SLT and Governing Body with relevant information relating to the delivery and impact of the Teaching and Learning development plan.

8. COMMUNICATIONS AND LIAISON

- 8.1 Ensure that all English staff are familiar with the aims and objectives of the English Teaching and Learning development plan.
- 8.2 Ensure effective communication/consultation as appropriate with the parents of students.
- 8.3 Liaise with partner schools, higher education, industry and other relevant external bodies.
- 8.4 Contribute to the planning and delivery of school liaison activities.

9. MANAGEMENT OF RESOURCES

- 9.1 Work with the relevant SLT member to ensure that the Teaching and Learning development plan is delivered effectively and that staff resources are used effectively.

10. PASTORAL SYSTEM

- 10.1 Monitor and support the overall progress and development of students within classes.
- 10.2 Act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description/staff handbook.
- 10.3 Contribute to PSHE, Citizenship and Enterprise according to school policy.
- 10.4 Ensure the behaviour management system is implemented by staff so that effective learning can take place.

11. SCHOOL ETHOS

- 11.1 Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- 11.2 Support the school in meeting its legal requirements for worship.

- 11.3 Promote actively the school's corporate policies.
- 11.4 Comply with the school's health and safety policy and undertake risk assessments as appropriate.
- 11.5 This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

12. SIGNATURES

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 below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Teacher)

Dated
(Teacher)

Signed
(Headteacher)

Dated
(Headteacher)

