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| **Job Description** |

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| **Job Title: Teacher in Charge of English & Literacy** |
| **Reporting to: Assistant Head Teacher** |
| **Salary/Grade: MPS/UPS + TLR 2a** |
| **Employer Name: EBN Academy Trust** |
| **Location/Address: EBN Academy 1** |

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| **Job Purpose:**   * To strategically lead the direction and development of the curriculum area in accordance with the aims and objectives of the Academy * To raise standards of student attainment and achievement within the curriculum area by: * Ensuring an appropriately broad, balanced, relevant and differentiated curriculum for students aged 13-16. * Ensuring that teaching across the curriculum area is developed and enhanced * To monitor/support the overall progress and development of students in the curriculum area * To effectively evaluate the impact of the department and strategically plan for improvement by managing and deploying all financial and physical resources within the area.   **Main Responsibilities:**  The following list is typical of the level of duties which the post holder could be expected to perform.  **Role Specific Responsibilities:**   * To provide the strategic leadership across the curriculum area in line with the aims and objectives of the Academy, including planning for future improvements * Reviewing, updating and implementing a Departmental Improvement Plan * Ensuring access to and the delivery of a balanced curriculum for all students taught in the curriculum area through review and development of appropriate syllabi, resources, SoW, assessment policies and learning and teaching strategies in the curriculum area * Taking responsibility for the management of assessment, reporting and recording of student progress and attainment within the subject area * Lead curriculum change/development for the curriculum area, responding to national, regional and local developments * To be accountable for student attainment and staff performance in the curriculum area * To evaluate the student performance data provided and take appropriate action on issues arising – setting departmental targets, directing intervention and reviewing progress on actions taken. * To link with other curriculum leaders to ensure the work in the curriculum area reflects the Academy’s ethos and vision * To ensure the effective/efficient deployment of classroom teaching within the curriculum area * Managing the professional activities and development of themselves and other staff, including leading appraisal as required (in line with the Academy Line Management structure) and participating in arrangements for further training and professional development * Continued personal development in the relevant areas including subject knowledge and teaching methods * Be responsible for exam entries for the curriculum area and for preparing students for external and internal examinations, providing appropriate resources, meeting coursework requirements and making appeals, where appropriate * Ensuring staff keep accurate and easily accessible records for each student * Managing a department budget efficiently within the school financial regulations * Assessing and advising upon the resource needs of your curriculum area, including staffing, books, materials, equipment and accommodation * Identifying/training needs and managing the development of new staff and any trainee staff in the subject area * Producing reports for the Head Teacher and governing body on issues relating to the curriculum area, as required. * Lead the colleague with responsibility for literacy and have oversight of the whole school literacy program, ensuring relevant performance data is provided to Senior Leaders and is used to target appropriate intervention for individual and groups of students.   Teaching:   * To teach students according to their educational needs, including the setting and marking of work to be carried out by pupils in school * To assess, record and report on the attendance, progress and attainment of pupils and groups of pupils and to provide progress data to the relevant staff member in the format required and in line with deadlines * To ensure that Literacy/Numeracy are reflected in the teaching and learning experience of pupils * To prepare and update learning materials * To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. * To maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour and standards of work. * To communicate as appropriate (telephone, letters home etc.) with parents of pupils to keep them updated as to their child’s progress within the subject area. * To carry out pre-school, lunchtime and after-school duties as assigned to you   Pastoral System:   * To take on the role of a Form Tutor * To promote positive emotional health and well-being to help student to understand and express their feelings and build their emotional resilience, and therefor their capacity to learn * To register pupils, accompany them to assemblies and help supervise them, encourage their full attendance eat all lessons and their participation in other aspects of school life. * To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved * To apply the rewards and behaviour management systems, both in and out of class, so that effective learning can take place * Ensure regular communication(1x per fortnight) with parents/carers of form tutors to feedback relevant information and build positive home- school relationships   Staff Development:   * To take part in the school’s staff development programme by participating in arrangements for further training and professional development * Continue personal development in relevant areas including subject knowledge/teaching methods * To engage actively in the Appraisal review process   Quality Assurance:   * To play a supportive role in the Academy quality assurance procedures and act upon feedback   Marketing and Liaison:   * To take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings, Review Days and liaison events with other institutions.   **Safeguarding**  The Deputy Head Teacher will be fully committed to the safeguarding and promotion of the welfare of children, young people and vulnerable adults, in every regard and will work to embed this culture of safeguarding within the Academy. |

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| This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. |

**Signed by**

**Date**