

Job Description

POST:	Class Teacher and English Lead
Responsible to:	The Headteacher and the Governing Body
Salary:	TMS 1- 6 + TLR2 in line with the CAT Pay Policy
Location:	Kingsway Community Primary School
Working Pattern:	Full Time - Permanent
Disclosure Level:	Enhanced DBS
Responsible for:	The post holder may be responsible for the deployment and supervision of the work of teachers/teaching assistants relevant to their responsibilities

MAIN PURPOSE:

- To co-ordinate, drive and evaluate the teaching and learning of English across the school, and to liaise with other members of the Leadership Team where necessary, to ensure continuity and progression throughout the school.

SPECIFIC RESPONSIBILITIES

Teaching and Learning

- To lead by example as a teacher and achieving high standards of pupil attainment and progress, behaviour and motivation through effective teaching.
- To be responsible to the Head Teacher for coordinating the teaching of English across the school, supporting and advising where appropriate.
- To monitor the quality of teaching and learning in English, in line with the school policy. This may include drop-ins, monitoring of short- and medium-term planning and scrutiny of pupils' work and scrutiny of data.
- To review long term planning of English in each year group to ensure coverage and progression.
- Set appropriate expectations for staff and pupils in relation to standards of pupils' achievements and the quality of teaching of English and establish clear targets for improving and sustaining pupils' achievement.
- To support the process of teaching and learning in English in accordance with agreed policies and guidelines.

Recording and Assessment

- Have input into the target setting process for raising achievement in English for all pupils and feedback to the Headteacher.

- Monitor progress in each Year group and ensure appropriate action plans are being implemented.
- Monitor planning to ensure individual needs are being met.

Leadership

- Support the SLT in providing a clear vision and direction for the development of English within the school.
- Attend Leadership Team meetings as required, and report back to staff when necessary.
- Be a strong advocate for change and champion school improvement.
- Convey a positive “can do” attitude, motivate and inspire staff and present a ‘united front’ to secure successful outcomes of school initiatives.
- Establish good relationships, encourage good working practices and support and lead teachers.

Standards and Quality Assurance

- Support the aims and ethos of the school.
- Uphold the school’s behaviour code and uniform regulations.
- Participate in staff training.
- Participate in Continuing Professional Development.
- Attend team and staff meetings.
- Develop links with the consortia.

People and relationships

- Sustain effective, positive relationships with all staff, pupils, parents and governors.
- Encourage moral and spiritual growth and civic and social responsibility amongst pupils.
- Manage innovation and change.
- Work collaboratively.
- Manage and develop effective working relationships with all staff in the school.

This job description may be amended at any time following discussion between the Headteacher and member of staff.

Safeguarding Children

The 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.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

To act as one of the school’s Deputy Designated Safeguarding Lead, to help ensure that the school’s systems, organisation and processes, for safeguarding matters, are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.

English Duty -

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Person Specification

Our Values and Vision

These are our values. They can be thought of as our 'non-negotiables' - beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for our school.

Our Young People

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

Achievement - Academic: We believe all young people have the potential to achieve great things. Intelligence can be developed regardless of emotional and social background, given appropriate teaching and bespoke, individualised support.

Young people should be encouraged to develop autonomy and meta-cognitive control ('knowing what to do when they don't know what to do') in their learning and to gain inspiration from learning. They should be equipped with a crucial sense of possibility based on a well-developed self-awareness and ambition - ambition not only for themselves but for the communities in which they live and work.

Achievement - 'letting your light shine': All young people achieve things they can be proud of every day in addition to academic success and outside our school's planned curriculum. We have a vital role in ensuring individuals develop their own talents and interests and have a responsibility to instill in them a sense of pride in who they are and what they achieve. We must recognise and celebrate these achievements.

Achievement - relationships (Starfish Principle): Excellent relationships for learning are a prerequisite for all other achievements. Relationships that result in mutual respect between young people and all other members of our school community will ensure learning can be fun in a disciplined and caring environment where the highest expectations are the norm.

Our Staff

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other's professional and personal wellbeing.

The Trust Board sees all members of the Trust's staff community as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships working together to enhance professional learning and practice and collaboration; collegiality and a sense of team identifies how all staff work together. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures the academies throughout the Trust strengthen their positions among the best academies in the country.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Registration with the General Teaching Council 	<ul style="list-style-type: none"> • NPQML/SL
Knowledge and understanding	<ul style="list-style-type: none"> • Established as an excellent and effective teacher across the primary age • Knowledge of the statutory National Curriculum • Knowledge of English Mastery • Experience in planning and delivering high quality and engaging English lessons • The ability to think strategically, taking into account the needs of the key stages and wider school • The ability to plan, monitor, analyse, evaluate and review • Able to use data to evaluate achievement and also track information to identify potential underachievement • Able to plan and ensure delivery of effective interventions to raise attainment • A commitment to innovative curriculum development and enrichment 	<ul style="list-style-type: none"> • Successful experience in a position of subject leadership • Successful experience of leading a team of teachers and/or other staff • Successful experience in the role of the wider school community (leading assemblies, presenting to staff and governors, outside agencies, parents) • Proven record of leading transformation change
Communication	<ul style="list-style-type: none"> • The ability to communicate effectively in a verbal and written form to a range of audiences • Good team leader who is sensitive to people's needs whilst being able to prioritise 	
Skills and Aptitudes	<ul style="list-style-type: none"> • To be able to use effectively a variety of teaching and organisational styles and resources. • A willingness to work throughout the Primary School. • To have the ability to develop and maintain good professional relationships and contribute positively to curriculum development. • Ability to set high standards and provide a role model for staff and pupils. • Ability to deal sensitively with people and resolve conflicts. • Ability to work with and deploy staff and resources effectively. 	

<p>Personal qualities</p>	<ul style="list-style-type: none"> • Passionate about Teaching and Learning • Displays warmth, care and sensitivity in dealing with children • Open minded, self-evaluative and adaptable to changing circumstances and new ideas • Able to enthuse and reflect upon experience • Willingness to be involved in the wider life of the school • Ability to prioritise • Good interpersonal/communication skills • When all the above fail, to maintain good sense of humour, a willingness to learn and the will to continue to strive for excellence 	
<p>Other</p>	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS Checks • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	<ul style="list-style-type: none"> • Designated/Deputy Safeguarding Lead