



Job Description

JOB TITLE:	Lead Teacher for English TLR 2a
REPORTS TO:	Curriculum Leader

1. Overview of role

Teaching and Learning

- Teaching high quality lessons that allow students to make consistent progress over time in line with agreed school procedures
- including evaluation against quality standards and performance criteria.
- To attend/ organise and feedback on examiner marking / training for KS5.

Key Stage 5

- To oversee and develop SOW overviews for Key Stage 5.
- To delegate centralised planning of lessons for KS5 SOWs across KS5 teachers with clear deadlines.
- To oversee groupings, setting and assessment at KS5 including moderation and post-assessment analysis.
- KS5 external exam submissions / moderation.
- To set clear deadlines for assessment data and monitor that they are met.
- To conduct book looks for KS5 to ensure feedback and assessment policy is being met following the schedule provided by CL.
- To oversee and coordinate KS5 intervention. To flag any missed deadlines, concerns after Book Looks to CL promptly to manage.
- To be responsible for ordering any necessary books/ equipment to facilitate the teaching of KS5 SoWs.
- To oversee KS5 open evening alongside CL.
- To oversee KS5 homework.
- To set any long term cover for KS5.

Additional

- To deputise for CL/ 2ic in the instance of both of their absences.

NOTE: No list of responsibilities can really encompass all that is asked of the subject teacher; at the heart of their task is an active enthusiasm for the subject and an equally active enthusiasm for the learning and personal development of the young people being taught. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff 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.

PERSON SPECIFICATION

Attributes	Essential	Desirable	How Evidenced
Qualifications	QTS status Qualification to the equivalent of degree in subject area	Further relevant qualification in relevant subject.	Application form Paper qualifications
Work related experience and associated skills	<p>Knowledge and understanding of subject at KS3, KS4, 'A' level - of strategies that improve understanding</p> <p>Expertise in the subject area</p> <p>Experience / capability to in acting as a reviewer / Mentor / Line Manager</p> <p>Effective classroom practitioner with evidence of use of a range of strategies to create a positive working atmosphere in which all students are actively involved in the maximization of learning</p> <p>Ability to encourage and maintain a good standard of discipline through well focused</p> <p>Ability to use appropriately a range of teaching and learning strategies for whole classes, individuals and groups which stimulate, challenge, engage and motivate students</p> <p>Ability to set clear and appropriate targets, feedback to students and make use of assessment information to promote each student's attainment and progress, and to plan future lessons</p> <p>Ability to reflect on own practice</p> <p>Ability to differentiate tasks appropriately</p>		<p>Application form</p> <p>Interview / Assessment exercise</p>

Knowledge & Understanding	<p>Secure knowledge and understanding of the knowledge, concepts and skills in teaching at secondary level</p> <p>Able to make good use of ICT as a learning resource</p>	<p>Knowledge of how to give positive and targeted support to students with special educational needs</p>	<p>Application form</p> <p>Interview / Assessment exercise</p>
Personal skills and attributes	<p>Determination to encourage the highest quality of learning experience for all students</p> <p>A commitment to valuing diversity</p> <p>Ability to establish good and productive working relationships, and work well in a team</p> <p>Experience / capability to in acting as a reviewer / Mentor / Line Manager</p> <p>Ability to communicate effectively to staff, students, parents, orally and in writing</p> <p>Ability to work to deadlines</p> <p>Able to empathise with young people and yet be firm, fair and consistent when dealing with them</p> <p>Enthusiasm, personal dynamism, and stamina.</p>	<p>Ability and willingness to offer extra-curricular activities, particularly</p>	<p>Application form</p> <p>Interview / Assessment exercise</p> <p>References</p>