

JOB DESCRIPTION

Post Title: Raising Standards Leader – English

School: Dawlish College

Working Hours: Full Time

Salary Grade: MPS / UPS + TLR 2b (£4,785)

Contract Type: Permanent

Responsible to: Leadership Team

Context

All Teaching Staff are expected to meet and demonstrate the relevant National Standards for Teachers found on the following link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/283566/Teachers_standard_information.pdf

MPR teachers are expected to contribute towards the creation of departmental schemes of work and assessment methodologies from the end of their NQT year (with some experience of doing this within the NQT year)

At the heart of subject leadership is the provision of professional leadership to secure high-quality teaching and learning, effective use of resources, improving standards of achievement for all students, and the promotion of students' personal development and wellbeing. A Raising Standards Leader must provide leadership and direction for the subject and ensure that it is managed and organised to meet school and subject aims and objectives. A RSL plays a key role in supporting, guiding and motivating teachers of the subject.

RSLs evaluate the effectiveness of teaching and learning, the subject curriculum and progress towards targets for students and staff in order to inform future priorities for the subject. The policy and practice of monitoring within a department provides the information for evaluation and action.

A RSL identifies needs in their own subject and recognises that these needs must be considered in relation to the overall needs of the school. It is also important that a RSL has an understanding of how their subject contributes to school priorities and to the overall education and achievement of all students.

Throughout their work a RSL ensures that practices improve the quality of education provided, meet the needs and aspirations of all students and help to continue to raise standards of achievement in the school.

JOB PURPOSE

Ensure the standard of learning expectations, activities and outcomes are consistently high across the subject(s).

Undertake the normal responsibilities of the class teacher.

Play a major role under the overall direction of the Headteacher in formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:

- Establishing and developing the policies through which they shall be achieved
- Leading and managing staff and resources to that end
- Monitoring progress towards their achievement

REPORTING

The post holder will report to a senior leader.

RESPONSIBLE FOR

The post holder will be responsible for the teaching and support staff allocated to the subject area.

MAIN TASKS

Teaching

- Plan and teach lessons and sequences of lessons to the classes you are assigned to teach within the context of the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils
- Participate in arrangements for preparing pupils for external examinations

The strategic direction and development of the subject

- To ensure that the departmental culture, policies and practices follow and contribute to those of the school
- To contribute to a whole-school culture and climate which enable staff and pupils to develop and maintain positive attitudes towards the subject
- To promote your own subject and the development of extracurricular activities to pupils, parents, staff, governors and members of the local community
- To create an annual subject development plan, which contributes to the achievement of the School Improvement Plan, and which involves all the subject staff in its design and evaluation. This will reflect the school's commitment to continuous improvement, high achievement, effective teaching and learning and inclusion
- To set expectations and goals for colleagues and pupils in relation to standards of achievement and behaviour
- To contribute to whole school planning, review, monitoring and evaluation
- To monitor, evaluate, and review, teaching and learning, and pupil achievement against school, local, and national standards, including by regular lesson observation, sampling work, interpreting data; to report annually on the above
- To represent the department in the wider school community and liaise with the rest of the school, governors, partner schools, the Local Authority, further and higher education, industry, outside agencies, examination boards etc.

- To keep up to date with national developments in his/her subject and teaching practice and methodology
- To actively promote the ethos of the school and its equal opportunities policy

Teaching and learning

- To lead the team in the creation, consistent implementation, and improvement of courses/schemes of work which meet school and national requirements, and are accessible to and provide suitable challenges for all students, including key skills
- To lead the development and implementation of effective teaching and learning strategies, including ICT-based developments.
- To lead the development and implementation of effective departmental assessment policies, within the framework of those for the whole school and at a national level
- To promote and support extracurricular activities, which enrich and support the learning and experience of all pupils, and increases their participation in school life

Leading and managing staff

- To build a team in which good practice is shared, and meeting time is used effectively to raise achievement, and support pupil personal development and wellbeing
- To monitor the performance of staff in the department and vocational subjects and take responsibility for any necessary action arising
- To support/challenge and professionally develop staff so that they are effective in their role(s) and provide high-quality teaching and learning; the above to include participating in and leading the school's programmes of staff training and development
- To ensure that Appraisal is carried out according to school and national regulations and that staff receive regular feedback, which supports progress against their Appraisal objectives
- To communicate effectively with staff so that they are properly informed of developments across the school and that their views are represented.
- To ensure that staff understand and effectively implement school policies

Pupil progress and standards of achievement

- Within the framework of whole-school and national policies, to set and monitor appropriately challenging subject targets for pupils, which will make a measurable contribution to the fulfilment of those for the whole school; to manage interventions to maximise pupil progress
- To maximise achievement by ensuring that examination entries are at an appropriate tier and non-entries are minimised; to assist with the management and conduct of examinations
- To promote, manage, and be responsible for high standards of pupil behaviour
- To implement creatively the school's systems for recognising/rewarding good pupil performance and to ensure all staff use them effectively
- To ensure effective communication with parents/carers, so they are kept up to date with curriculum developments and their children's progress.

The efficient and effective deployment of staff and resources

- To manage efficiently the available resources of staff, space, finance, and equipment within the limits and guidelines laid down
- To assist in the recruitment of staff
- To be responsible for the effective deployment of staff and to make appropriate arrangements in their absence

- To ensure that the department's accommodation/area, resources and equipment are maintained in good order, including the management of a) health and safety, and b) security
- To provide a stimulating environment, including maintaining displays that promote interest and learning

Other Specific Duties

- To undertake the above responsibilities in addition to those held by a standard scale teacher at the school
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description

College Ethos and Culture

- To conduct oneself in a manner befitting a teacher at all times, ensuring behaviours that display positivity to others
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the College.

Other Duties

- To support the achievement of the College's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
- To follow the College's ICT policy for safe use of ICT
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies
- To place the safeguarding of all children in the college as the highest priority
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person
- To work in compliance with the Codes of Conduct, Regulations and policies of the College and its commitment to equal opportunities
- To comply with the College's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual
- To undertake any other duties not detailed above as specified in the School Teachers' Pay and Conditions document.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Signed: _____

Date: _____

Signed: _____

Date: _____

Estuaries Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.