**GOSFORTH ACADEMY**

**JOB DESCRIPTION**

**POST TITLE:** Leader of Teaching and Learning in English

**PAYSCALE:** Main/Upper payscale with TLR payment 1a

**RESPONSIBLE TO:** Head teacher and nominated Director

**RESPONSIBLE FOR:** Deputy Leader of Teacher and Learning in English, Leader of Teaching and Learning in Media, Achievement co-ordinator for Literacy, Achievement co-ordinator English, up to a further 4

English teachers

**JOB PURPOSE:** To be accountable for learner achievement within English by effectively leading teaching and learning and line managing a team of people

**MAIN RESPONSIBILITIES:**

The following list is typical of the level of duties which the postholder could be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

**Lead Teaching and Learning Responsibilities**

1 Lead learning within English by developing and implementing assessment strategies, data analysis and appropriate intervention programmes to ensure that identified standards of learner achievement are met.

2 Lead, develop and enhance the teaching and student development practice of others through monitoring/evaluation and promoting improvement strategies to secure effective teaching and learning and management of learners.

3 Lead, manage and develop the provision of programmes/activities that match learner aspirations and potential, and achieve excellence for learners within English.

4 Line and performance manage a team of staff (comprising up to eight people), including contributing to the effective recruitment and development of its members in order that the team’s objectives are achieved.

5 Facilitate an ethos within the team which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.

6 Ensure that Health and Safety policies and practices, including Risk Assessments, are carried out in-line with national requirements.

Leader of Teaching and Learning in English - 24/3/06

7 Maintain quality assurance of reporting to parents on student progress in accordance with the school’s overall systems.

8 Lead SEF procedures and development planning within English.

9 Secure effective liaison with feeder schools and outside agencies.

10 Manage the available resources of space, staff, money and equipment within

English effectively.

**Generic Responsibilities**

11 Create and manage a learning environment and achieve a supportive culture and behaviour management strategy which enable learners to achieve their potential.

12 Contribute to the monitoring and development of student development across the curriculum to ensure suitable opportunities are provided for learner aspirations to be met.

13 Plan effectively in the short-, medium- and long-term and prepare lessons to ensure coverage of the curriculum and the differentiated needs of learners are met.

14 Apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved.

15 Assess, record and report on the development and progress of learners, develop and maintain Individual Learning Plans for a group of students and analyse relevant data to promote the highest possible aspirations for learners, targeting expectations and actions to raise learners’ achievements.

16 Demonstrate ongoing development and application of teaching expertise and subject specialism and phase knowledge to enrich the learning experience within and beyond the teacher’s assigned classes or groups of learners.

17 Work collaboratively within and beyond the classroom with support staff

(including directing their day-to-day work), teachers, other professionals, parents, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.

18 Contribute to the development and application of priorities, policies and activities in order to enable the achievement of whole school aims.

19 Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

20 Take responsibility for a tutor group and to contribute to the development of citizenship and the Guidance Programme

Date

Leader of Teaching and Learning in English - 24/3/06