**Walton-le-Dale High School**

Job Description: English Course manager & Intervention

**Name:**

**Post Title: Course manager & Intervention**

**Responsible to:** The Headteacher

**Line Management:** Curriculum Delivery Manager of English

**Duration:** Permanent

**Management Allowance:** TLR 2.1 £2720

**Overall Purpose of Post**

* To manage the tracking systems in English at KS3
* To manage resource distribution in KS3 English
* To support the Head of English in the long-term planning of English curriculum at KS3
* To analyse data across KS3 and KS4 English and co-ordinate appropriate intervention
* To contribute towards KS2-3 transition in English
* To carry out the responsibilities of a subject teacher and tutor as set out in the school’s generic job descriptions for these.
* To carry out the duties of a teacher as set out in the School Teachers Pay and Conditions document.

# Specific Responsibilities

**To take a lead within KS3 English in relation to:**

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| **Operational/ Strategic Planning** | * To support the creation, implementation and evaluation of long term curriculum plans in English * To manage the distribution of appropriate resources, schemes of work, assessment and teaching strategies within KS3 English * To manage data collection and analysis identifying underachievement, particularly those related to Pupil Premium * To manage intervention programmes, through staff, and activities which support underachievers in English * Maintaining a positive working ethos for staff and students in order to obtain the highest level of achievement for all students; * The day-to-day management and operation of an area of KS3 English, agreed with the CDM for English * To assist the CDM in monitoring and following up student progress in KS3 English * To assist in the implementation of school Policies and Procedures, for example Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc. * To assist in developing an improvement plan for the Faculty, particularly where it relates to KS3 English |
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| **Teaching & Learning** | * To liaise with the CDM for English to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school’s strategic objectives * To support curriculum development within KS3 English, ensuring continuity and progression within KS3 English * Supporting the school assessment, recording and reporting policies, providing accurate data about the progress of individual students in order to help students raise their expectations and achievements, and to provide useful information for parents * To keep up to date with national developments in KS3 English and teaching practice and methodology. * To actively monitor and respond to curriculum development and initiatives at national, regional and local levels * Supporting the CDM for English in facilitating the smooth day to day running of the department, for example by ensuring work is provided for classes of absent staff * Supporting colleagues within the department in the implementation of the school’s rewards and sanctions policies * To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. |
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| **Staffing** | * To work with the CDM for English to deploy staff to intervene with students who are underachieving * To work with the CDM for English to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. * Contributing to curriculum meetings as a means of securing improvement within the curriculum area; * To promote teamwork and to motivate staff to ensure effective working relations. * To participate in the school’s ITT & NQT programmes where appropriate. |
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| **Quality Assurance:** | Through the CDM for English:   * to assist in the process of the setting of targets within the Faculty and to work towards their achievement. * To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum area within the Faculty * Where appropriate to contribute to the school procedures for lesson observation and work scrutiny. * To seek/implement modification and improvement where required within KS3 English * To assist in the writing of evaluative reports on the work in English and literacy across the curriculum |
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| **Communication & Liaison:** | * To ensure effective communication/ as appropriate with the parents of students, particularly for those who are underachieving in English * To liaise with SLT & other curriculum leaders, particularly in relation to students who are underachieving * To work with English staff to identify students underachieving and promote strategies to reduce underachievement * To contribute to the development off effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community.. * To contribute to KS2 to 3 transition in English * To actively promote the development of effective subject links with external agencies. |
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| **Management of Resources:** | * To assist the CDM for English in identifying resource needs and to contribute to the efficient /effective use of physical resources and staffing * To monitor and evaluate the deployment of these resources within KS3 English, and to be accountable to the CDM for their use * To co-operate with other curriculum areas to ensure a sharing and effective usage of resources to the benefit of the school and the students. |
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| **Students:** | * Ensuring students are given effective support for KS3 exams; * To support the CDM for English in ensuring the Behaviour Management system is implemented in the curriculum area so that effective learning can take place. * To support classroom staff in respect of disciplinary issues within KS3 English |
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| **Additional Duties:** | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. |

**Notes:**

* To undertake any other duty as specified by STPCB not mentioned in the above.
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder 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
* All staff are expected to be courteous to colleagues and students, and provide a welcoming environment to parents and other visitors.

*This job description, and associated responsibilities, is subject to annual review.*

Additional Comments:

Date reviewed: ……………………………..Signed: …………………………………… (post-holder)Signed: …………………………………… (Line manager)