**Person Specification**

**Post: Programme Leader TLR1c/2a, Waterhead Academy**

Key to selection / assessment methods:

**I** Interview

**A** Application

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| **Competencies and Attributes** | **Assessment** |
| ***Personal Qualities***  1. Empathy, affability and a good sense of humour  2. Confidence, influence and gravitas  3. Positivity and resilience  4. Tact, loyalty and diplomacy  5. High levels of motivation and commitment  6. Effective communication with a variety of audiences  7. The ability to inspire trust, respect and confidence amongst staff, students and parents  8. Strong personal reflection, analytical and flexible thinking. | I  I  I  I  I  A I  A I  A I |
| ***Commitment***  1. To the vision and values at Waterhead Academy  2. Working in a ‘can-do’ culture with a commitment to a continuous drive for improvement, even when faced with pressure and deadlines  3. To the happiness, well-being, self-esteem and progress of all at the academy  4. To the success of all students across the Moor End Multi Academies Trust  5. Own personal and continuous development.  6. A role model to students, parents and other staff. | A I  A I  A I  A I  A I  A I |
| ***Qualifications***  1. Qualified Teacher Status  2. Good honours degree  3. Evidence of relevant leadership CPD activity | A A AI |
| ***Experience***   1. Significant impact on improving outcomes as a teacher. 2. Evidence of improved practice following feedback. 3. Teaching in the secondary age sector to at least to GCSE level. 4. Evidence of effective behaviour management, with clear boundaries, sanctions, praise and rewards. 5. Evidence of good planning, organisational and communication skills. 6. Evidence of high quality assessment and feedback. 7. Evidence of commitment to regular ongoing professional development to improve practice. 8. Working with other colleagues to secure improvement in standards of teaching and learning. 9. Experience of examination marking training/practice or a willingness to undertake it. 10. Experience of managing a project with highly tailored strategies that led to improved outcomes for groups/specific groups of students. 11. Evidence of leading appraisal for colleagues. | A I A I  A I  A I  A I  A I  A I  A I  A I  A I  A I |

Waterhead Academy Job Description

**Programme Leader: Named Programme**

TLR 1c / 2a

The Job description should be read alongside the range of professional duties of Teachers as set out in the School Teachers’ Pay and Condition Document (STPCD).

**Purpose of the post: Assist the Principal in providing leadership so that all students achieve together, by;**

Ensuring innovative and effective provision within this programme area, which results in outstanding progress and attainment for all students, and outstanding development for all colleagues.

**Reporting to**: Vice Principal; named curriculum element.

**Key Responsibilities:**

1. Be a role model for the delivery of the Teacher Standards, build and maintain a highly effective team.
2. Ensure students in all year groups have access to and engage with a high quality programme through effective; planning, teaching, assessment, feedback, reporting, in class or catch-up support, home-learning and enrichment.
3. To advise the Principal and Vice Principal on all matters connected with the day to day, long term development and impact of the programme and sub programmes it contains across the Academy.
4. Lead on appraisal for colleagues within the programme and ensure appraisal is conducted in accordance with Academy policy, including celebrating success and holding colleagues to account for meeting professional standards.
5. To lead the quality assurance of standards within the programme, to ensure teaching and learning in a specific programme area is of the expected quality, evaluate and contribute to wider self-evaluation of the school.
6. Use accurate evidence to inform practice, including up to date knowledge of the programme specifications, identify areas for intervention and provide feedback to colleagues in order to promote progress and outcomes.
7. Strategically lead the improvement and impact of teaching and learning across the programme, through leading CPD, facilitating coaching and mentoring other identified teachers who need additional support.
8. Strategically lead pupil culture, personal development, safety and learning behaviour across the programme, fostering excellent relationships with parents and ensuring compliance with academy systems.
9. Strategically lead the curriculum and specifications on offer through this programme area, ensuring students get best value, examination strategies are effective and colleagues are well trained to deliver outstanding provision.
10. Participate actively and work collaboratively throughout the Trust and beyond, by attending relevant meetings, and, as appropriate, delivering Trust-wide training and initiatives to the benefit of colleagues and students.
11. Contribute to the academy’s intervention, mentoring extra-curricular and enrichment programme.
12. Provide improvement plans, progress and impact reports as requested.
13. Ensure the effective use of resources and Academy facilities, providing training and advice where required.
14. Be an Achievement Mentor for a specific year as allocated.

Footnote

* 1. The above details are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to her/him by the Principal or her representative.
  2. This job description may be reviewed at any time via consultation between the governing body and/or the SLT and the post-holder as may be necessary and appropriate to the needs of the Academy.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Post-holder)

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal) Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_