



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Team Leader of English</b>
<b>Responsibility Level:</b>	Outer London Leadership L3-L7
<b>Accountable To:</b>	Principal & Governing Body
<b>Responsible To:</b>	A member of the Senior Team

### Accountable For:

Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations for the Academy students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Academy so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy's activities and that this in turn ensures that everybody takes pride in all aspects of the Academy's work.

The Team Leader of English has the lead responsibility for ensuring that all aspects of provision in this area reach the highest standards.

## RESPONSIBILITIES

### Overall Responsibility

To plan, develop and deliver high quality lessons and courses within the broad, balanced, relevant and differentiated subject curriculum using a variety of approaches, to continually enhance teaching and learning. To monitor student progress, keeping student records that include assessment outcomes and targets set at regular intervals in line with Academy policy, to enable all students to achieve their full potential.

To maintain and build upon the Teachers' Standards as set out by the Secretary of State.

Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Every Child Matters* agenda and Area Child Protection Procedures.

## GENERAL TEACHING DUTIES

### Teaching and Learning

1. To be responsible for standards of teaching and learning within the curriculum areas.
2. To develop and maintain a rigorous system of monitoring, evaluating and improving the quality of teaching and learning with the curriculum areas.
3. To ensure that all staff within the area team understand and implement the assessment for learning procedures developed by the Academy and the area team.

## LEARNING CHANGES LIVES

Principal: Mr Andy Crofts

Farnborough Avenue, Selsdon CR2 8HD [www.thequestacademy.org.uk](http://www.thequestacademy.org.uk)

## TEAM LEADER ENGLISH cont.

### Curriculum

1. To be responsible for standards of teaching and learning within the curriculum areas.
2. To develop and maintain a rigorous system of monitoring, evaluating and improving the quality of teaching and learning with the curriculum areas.
3. To ensure that all staff within the area team understand and implement the assessment for learning procedures developed by the Academy and the area team.

### Leadership and Management

1. To build a strong team which is enthusiastic, ambitious and determined to achieve the highest standards and outcomes for students.
2. To produce (with colleagues) an annual Area Improvement Plan, incorporating aims, priorities, targets and actions.
3. To deploy the staffing and resources available within the Area to make the maximum impact on the raising of standards.
4. To ensure that appropriate line management and support systems are in place for all staff within the team and to ensure that the Academy's Performance Management and Professional Development Arrangements are fully operational.
5. To ensure that there the professional understanding and practice of all staff within the area Team is promoted, particularly through the sharing of best practice within the Team.
6. To ensure that there is a regular formal programme of Area Team meetings.
7. To contribute personally to the improvement and development of the Academy beyond the Area Team, working collaboratively with fellow Team Leaders and Senior Staff.

### Students and Parents

1. To ensure that the Area Team is fully aware of the progress students are making through an effective Assessment for Learning system and is able to support students in maintaining and/or accelerating the rate of progress.
2. To ensure that the Area Team provides appropriate academic care and guidance to students.
3. To develop within the Area Team a positive approach to behaviour management, ensuring that staff consistently apply the behaviour policy, including the use of rewards and sanctions.
4. To ensure that students' work is displayed attractively throughout the Academy.
5. To ensure that Parents are kept fully informed regarding their child's attainment and progress in line with the Academy's policies and procedures for reporting to Parents.
6. To promote, wherever feasibly, systems and actions that will assist Parents in contributing to their child's learning.

### Partnership Working

1. To promote a culture of working with other Area Teams and external agencies to enrich the quality of the curriculum and learning experienced by the students.

### Other Requirements

1. To carry out any other duties as may be reasonably required by the Principal.
2. To be aware of and adhere to all Academy policies and procedures.
3. To maintain confidentiality at all times.
4. To promote and safeguard the welfare of children and young people at the Academy.
5. To work in support of the Academy Improvement Plan.
6. To take time to read notices, keep to deadlines and carry out duties to the best of your ability.

The responsibilities defined in this job description are undertaken within the context of:

- Your responsibilities as a Teacher as defined in the School Teachers Pay and Conditions Document.
- The core and post-threshold standards as defined by the Secretary of State.

