

**Headteacher: Mr J Lamb**

JSL/EK

October 2018



Dear Applicant,

Thank you for expressing an interest in applying for the post of Assistant Team Leader of English at Chilton Trinity, to start January 2019.

I am delighted you have taken the time to find out about our school and would welcome you to our site for a visit if you can. It is a privilege to be the Headteacher at Chilton Trinity as we move into an extremely exciting time. We will join the Clevedon Learning Trust and convert to an Academy in April 2018. We are hugely proud of our school and of the achievements of our students. We have a beautiful building and excellent facilities, but our greatest asset is our students.

At Chilton Trinity we aim to be an inclusive learning community in which every student can work hard to achieve their very best. I make no apology in believing we have an absolute moral responsibility to equip students with the best possible exam results, for as we know, this sets them up for the rest of their lives and opens doors. We balance this academic focus with opportunities for our students to have genuine life enriching experiences, underpinned by the highest expectations and an unconditional commitment to provide the best education possible.

It is hugely important to me that every student in this school feels happy and safe. As we know this is how students learn best, combined with a sharp focus on learning. We constantly remind students that there are no limits to what they can achieve if they have the right mind set. We aim to support and nurture students to develop confidence and resilience through a wide range of learning and enrichment activities, both in the classroom and in sport, music and the arts.

We value all of our staff and are hugely committed to developing them. We have an excellent record of training and pride ourselves on investing in our staff. Our CPD programme supports the absolute focus on high quality teaching and learning, reinforcing the need for positive relationships with students, excellent subject knowledge and enthusiasm. Learning is the number one priority for students and staff.

If, after reading through the details of this post, you feel that Chilton Trinity is the school for you, I would love to hear from you. Please do phone for an appointment to look round and/or speak to me.

Yours sincerely

Mr J Lamb  
Headteacher

# Assistant Team Leader of English



## Job Description

**Reports to:** Team Leader – English

**Start date:** January 2019 (or sooner if possible)

**Salary:** MPS + TLR 2:2

### **The Role:**

- To provide outstanding Teaching and Learning of English to ensure high attainment for students at KS3 and KS4.
- To assist the Team Leader of English in leading and managing the delivery of English across the whole school

### **Key Responsibilities:**

- To provide a stimulating classroom environment that helps students to develop a passion for English.
- To teach English to both Key Stages across the ability range
- To deliver consistently outstanding lessons and outcomes for students
- To liaise with the Team Leader to monitor and track the progress of all students, taking sole responsibility for specific cohorts of students, as agreed with the Team Leader.
- To provide intervention sessions for targeted students after school and during Revision Conferences
- To assist the Team leader in leading and managing the department
- To assist in the development of resources that support all staff in delivering the Team Schemes of Learning
- To take responsibility for the induction of new members of staff, particularly NQTs.
- To lead on the development of PGCE students within the Department
- To assist the Team Leader in raising and further developing the profile of English across the school
- To assume responsibility for leading the English team in the absence of the Team Leader.
- To comply with the school's Health & Safety policy
- To safeguard and promote the welfare of students at all times, acting at all times within the school's Safeguarding procedures.
- To achieve any performance criteria or targets related to the TLR post, measured through the School's annual Appraisal cycle.
- To liaise with Feeder Primary Schools in connection with English transition from KS2.
- Plan and deliver challenging, well organised lessons which promote progression and lead to raised attainment

## **Professional Attributes**

- Maintain an up to date knowledge and understanding of the professional duties of teachers
- Contribute to the development, implementation and evaluation of school policies and practice
- Hold positive values and attributes, especially high expectations of students
- Adopt high standards of professional behaviour
- Communicate effectively with students, parents/carers, and colleagues
- Recognise the contribution that colleagues, parents/carers can make to the development and well being of students
- Have a commitment to collaboration and cooperative working
- Evaluate their own performance and be committed to improving their practice, especially through coaching/mentoring

## **Professional skills**

- Plan and deliver challenging, well organised lessons which promote progression and lead to raised attainment
- Establish a purposeful and safe learning environment
- Manage learners' behaviour by establishing a clear and positive framework in line with school policy
- Plan opportunities for students to develop literacy/ numeracy/ ICT skills
- Make effective use of assessment approaches to set challenging learning objectives and monitor progress
- Provide feedback on students' attainment, progress and areas for development
- Support students to reflect on their learning, identifying progress and areas for improvement
- Plan, set and mark appropriate homework tasks, including those in out of school contexts
- Work as a team member, and with other colleagues, to share the development of best practice within the school

This Job Description will be complemented by an annual CPD programme, which will detail individuals' development needs, and the support targeted to enable continued professional development.

*The Job Description is current as date shown, but in consultation, may be changed by the Headteacher to reflect or anticipate changes in the role, with the salary and post title.*

## Assistant Team Leader of English - Person Specification

	Attributes	Essential/ Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Honours Degree (or equivalent) in English or a related subject</li> <li>Qualified Teacher Status</li> </ul>	Essential Essential
<b>Experience</b>	<ul style="list-style-type: none"> <li>Evidence of successful teaching in either their current post or teacher placement</li> <li>An ability to use assessment information to enable students to make progress</li> </ul>	Essential  Essential
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>A proven track record of record of improving Teaching &amp; Learning</li> <li>To have experience of raising attainment in a challenging classroom environment</li> <li>To be a proven outstanding practitioner</li> <li>To have completed at least 2 years as an English teacher post NQT qualification</li> <li>To have evidence of Continual Professional Development leading to improvements in the quality of Teaching and Learning</li> <li>To have evidence of effective and systematic behaviour management with clear boundaries, sanctions, praise and rewards</li> <li>A thorough knowledge and understanding of all aspects of the National Curriculum in relation to this post</li> <li>Understanding of whole school curriculum issues</li> <li>Evidence of taking an active role in the provision of high quality CPD for staff e.g. mentoring</li> </ul>	Essential  Essential  Essential  Essential  Essential  Essential  Desirable Desirable
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Able to work closely with the Team Leader and other members of the team to implement the Department's agenda for learning and teaching</li> <li>Self-motivated and enthusiastic</li> <li>A good team player with resilience and a desire to be part of a lively school community</li> <li>Adaptable, flexible and creative</li> <li>Proven ability to share outstanding practice with colleagues</li> <li>Good use of data to track and monitor progress of students</li> <li>Evidence of successful intervention work leading to improved outcomes</li> <li>Good communication, planning and organisational skills</li> <li>Demonstrates resilience, motivation and commitment</li> <li>Acts as a role model to staff and students</li> <li>Ability to be pro-active and show initiative</li> <li>A passion for English and a desire to promote learning</li> </ul>	Essential  Essential Essential  Essential Essential  Essential  Essential Essential Essential Essential Essential Essential

	<ul style="list-style-type: none"> <li>• Strong interpersonal skills and proven positive relationships with students, staff and parents, and other members of the school community</li> <li>• The ability to lead and manage staff effectively</li> <li>• A desire to apply for Team Leader of English posts in approximately 3 years</li> </ul>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<b>Child Protection</b>	<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of the children</li> <li>• Ability to form and maintain appropriate relationships and boundaries with children</li> <li>• Prepared to undertake child protection screening – checks with past employers and checks from the Disclosure and Barring Service and Independent Safeguarding Authority</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p>

Other Essential Requirements:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people

Equal Opportunities:

To assist in ensuring that Chilton Trinity's equalities policies are considered within the school's working practices in terms of both employment and service delivery