****

**KIRKBY HIGH SCHOOL**

**JOB DESCRIPTION**

**1. INTRODUCTION**

**1.1 NAME OF POSTHOLDER**:

**1.2 JOB TITLE**: Post of Responsibility within the faculty.

**1.3 JOB PURPOSE:** Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

Support the Head of Faculty when and where appropriate.

Raise standards of student attainment and achievement in line with current school development priorities.

Be accountable for student progress and development in line with current school development priorities.

Develop and enhance the teaching practice of others.

Ensure the provision of an appropriately broad, balanced,

relevant and differentiated curriculum for students studying in the faculty, in accordance with the school's aims and curricular policies.

Be accountable for assisting in leading, managing and developing specific teaching and learning strategies in line with school development priorities.

Support the aims and objectives of the school

**1.4 Line Management**: Reporting to – the Head of Faculty

Responsible for – teaching staff and specified support staff within the faculty.

**1.5 Liaising With:** Headteacher, senior leadership team, Heads of Faculties, Student Support Services, relevant teaching and support staff, LA representatives, external agencies and parents.

**1.6 Salary Scale**: MPR/UPR and TLR 2a £2,666

**1.7 Working Time:** Full time as specified within the STPCD

* 1. **DBS Level:** Enhanced

**Dated** February 2018

**2. TEACHING**

2.1 Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher

**3. STRATEGIC/OPERATIONAL PLANNING**

3.1 Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies to impact upon the progress of students.

3.2 Monitor actively and follow up student progress to maximise value added attainment, including students with SEN.

3.3 Implement school policies and procedures, e.g. equal opportunities, health and safety, accommodation strategy, etc.

3.4 Work with colleagues to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.

3.5 Ensure that the planning activities of the department reflect the needs of students within the subject area, SIP/DIP and the aims and objectives of the school.

3.6 Link with staff to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.

3.7 Foster the application of I.C.T, including the development of materials to support the curriculum and students’ learning.

3.8 Ensure that health and safety policies and practices, including risk assessments, throughout the department are in-line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager.

**4. CURRICULUM PROVISION**

* 1. Liaise with the head of faculty to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan.

4.2 Be accountable for the development and delivery of subject in the curriculum area.

**5. CURRICULUM DEVELOPMENT**

5.1 Lead curriculum development of current school development priorities.

5.2 Keep up to date with national developments in the subject area and teaching practice and methodology.

5.3 Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.

5.4 Liaise with the designated member of SLT to maintain accreditation with the relevant examination and validating bodies.

* 1. Be responsible for the development of key skills within the curriculum area.

5.6 Ensure that the development of the current school development priorities is in line with national developments.

**6. STAFFING**

* 1. Work with the head of faculty and designated member of SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
  2. Continue own professional development.

6.3 Be responsible for the efficient and effective deployment of support staff in the development current school development priorities.

6.4 Undertake Performance Management Review(s) and to act as reviewer for a group of staff within the faculty.

6.5 Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover.

6.6 Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.

6.7 Promote teamwork and to motivate staff to ensure effective working relations.

6.8 Participate in the school’s ITT and induction programme, as required.

6.9 Be responsible for the day-to-day management of staff in the absence of the head of faculty/assistant head of faculty and act as a positive role model.

**7. QUALITY ASSURANCE**

7.1 Ensure the effective operation of quality control systems.

7.2 Establish the process of the setting of targets within the KS and to work towards their achievement.

7.3 Establish common standards of practice within the KS and develop the effectiveness of teaching and learning styles in all subject areas within the KS, in line with school policy.

7.4 Contribute to the school procedures for lesson observation and feedback.

7.5 Implement school quality procedures and to ensure adherence to those within the KS.

7.6 Monitor and evaluate the curriculum area in line with agreed school procedures including evaluation against quality standards and performance criteria.

7.7 Seek/implement modification and improvement where required.

7.8 Ensure that the department's quality procedures meet the requirements of self evaluation and the Strategic Plan.

**8. MANAGEMENT INFORMATION**

* 1. Ensure the maintenance of accurate and up-to-date information concerning the “strand” on the management information system.
  2. Make use of analysis and evaluate performance data provided.
  3. Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
  4. In conjunction with the relevant member of the SLT, manage the relevant collection of data.
  5. Provide relevant information relating to the departmental performance and development for a range of audiences, including the Governing Body.

**9. COMMUNICATIONS AND LIAISON**

* 1. Ensure that all members of the faculty are familiar with the aims and objectives of current school development priorities.
  2. Ensure effective communication/consultation as appropriate with the parents of students.
  3. Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies, as appropriate.
  4. Represent the views and interests of the current school development priorities.
  5. Contribute to the planning and delivery of school liaison activities.
  6. Lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.
  7. Promote actively the development of effective subject links with external agencies.

**10. MANAGEMENT OF RESOURCES**

* 1. Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records, relevant to the initiative.

10.2 Work with the head of faculty/designated member of SLT in order to ensure that the teaching commitments are effectively and efficiently time-tabled and roomed.

**11. PASTORAL SYSTEM**

11.1 Monitor and support the overall progress and development of students.

11.2 Monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.

* 1. Act as a form tutor and to carry out the duties associated with that role as outlined in the generic job description/staff handbook**.**
  2. Contribute to the Personal Development Programme according to school policy.
  3. Ensure the behaviour management policy is implemented in the department so that effective learning can take place.

**12. SCHOOL ETHOS**

12.1 Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example

12.2 Support the school in meeting its legal requirements for worship.

12.3 Promote actively the school’s corporate policies.

12.4 Comply with the school's health and safety policy and undertake risk assessments as appropriate.

**13. SIGNATURES**

The school will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed .......................................... Signed .................................

(Teacher) (Headteacher)

Dated ............................................ Dated ...................................

(Teacher) (Headteacher)