**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.**

|  |  |
| --- | --- |
| **Job Title: Lead Teacher Literacy for Life** | **Salary Range:** **MPS \ UPS + TLR** |
| **Accountable to:** **Deputy Headteacher for Curriculum, Teaching, Learning and Assessment.** |  |

**Job Purpose and Responsibilities:**

* To lead the Year 7 Literacy for Life team
* To be accountable for standards in Literacy for Life and the progress of all Year 7 students.
* To report as appropriate to the Deputy Headteacher for Curriculum, Teaching, Learning and Assessment.
* To ensure compliance with all policies and procedures relevant to the position.
* To share and support the responsibility to provide and monitor opportunities for personal and academic growth whilst fostering the academy’s ethos providing equal opportunities for all.
* To take an active responsibility for the safeguarding and welfare of all students.

**Leadership**

* To lead the implementation and development of the Literacy for Life curriculum, resources, schemes of work, marking policies, assessment and teaching and learning strategies.
* To be responsible for the day-to-day management, control and operation of course provision, including effective deployment of staff and physical resources.
* To ensure accurate assessment and effective monitoring of student progress. To proactively respond to the information when appropriate. To ensure all student data is up to date and reported in the required format to relevant stakeholders.
* To model outstanding teaching.
* To ensure appropriate arrangements for classes when staff are absent.
* To ensure appropriate staff development in the Literacy for Life Team, including induction.
* To manage the Literacy for Life budget.
* To be responsible for writing and updating the Literacy for Life Development Plan (DDP). Ensure effective on-going self-evaluation to inform the DDP.
* To support Literacy for Life staff as required.
* To be responsible for the performance management of identified staff.
* To lead Year 7 team meetings.
* To be a significant contributor to the Curriculum Board.
* To maximise opportunities for students to participate in wider activities that reflect the CORE Educational Trust values and mission

**Student support**

* To be a form tutor to a Year 7 group of students.
* To liaise with the relevant pastoral leaders to ensure the implementation of the student support system.
* To inform the appropriate staff of concerns about a student(s) in the required timeframe.
* To be fully aware of all matters of child protection and safeguarding and follow the appropriate policies and procedures as required.

**Professional**

* To continue with own professional development including being up to date with the latest developments in teaching practice and methodology.
* To be aware of department and academy health and safety measures, including relevant risk assessments.
* To take part in Open Evenings and Parents’ Evenings and any other similar events to support students and their families.
* To attend meetings and professional development activities as required.
* To carry out duties in line with published rotas.
* To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* Promote positive and professional working relationships within the staff body.
* To be a professional role model.

*The above is not exhaustive and maybe amended commensurate with the post holder’s salary and grade as required by the Headteacher*