

**JOB DESCRIPTION**

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| **Post** | Faculty Assistant - Harewood Faculty 1 (English, Media & Humanities) |
| **TLR VALUE** | TLR 2.1 |
| **Purpose** | To ensure quality teaching and learning, effective and efficient use of resources and high standards of achievement including monitoring of student progress and planning of appropriate intervention with particular focus on a subject area of expertise. To ensure the delivery of College Improvement Plan outcomes as negotiated with the Head of Faculty. |
| **Reporting To** | Faculty Leader or Deputy Faculty Leader |
| **Responsible For** | Assisting the Faculty Leader with the tasks below as appropriate and when required. |
| **RESPONSIBILITIES** |
| **Key Accountabilities** | * To support the development of best practice across the school to enhance standards of teaching and learning.
* To support the SLT in the robust self-evaluation of teaching and learning and make a

Significant contribution to improving the quality of teaching and learning within the team. * To implement the development of the academy’s assessment for learning strategy
* To support the CPD programme
* To contribute to the school’s Teaching and Learning group and support the Vice Principal with responsibility for Teaching and Learning in developing a range of activities and strategies to strengthen teaching and learning across the school.
* To ensure that their own lessons consistently model best practice.
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| **Specific Tasks** | * Assist the Vice Principal: Teaching and Learning in the development of teaching and learning by contributing to the staff development, induction, NQT and ITT programmes.
* To support staff in making progress on the Trust’s support programmes such as SILT
* Devise and lead workshops and development activities to train staff in the implementation of assessment for learning to improve teaching and learning practice
* Work with other faculty assistant leaders on the development of consistently good pedagogy across the school
* Support and coach staff in developing and extending their pedagogic repertoire.
* To contribute significantly to the development of course outlines, syllabuses and schemes of work within your specified curriculum area and others as directed by the Vice Principal: Teaching and Learning
* To model best practice in ensuring that lessons are well differentiated including providing for the least able and for the most able and gifted students.
* To assist in the strategy planning for students with special educational needs
* To model best practice in the setting of homework on a regular basis and ensure that students’ work is marked promptly.
* To model best practice in the effective use of student performance data, and student and staff target-setting so that this impacts on classroom practice and contributes to raising achievement.
* Work with curriculum leaders to prepare for OFSTED inspections.
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| **Specific Tasks as Department Lead** | * To have responsibility for KS3, KS4 and / or KS5 provision across the Faculty, or aspects of these, as directed by the Head of Faculty in consultation with the Principal
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| This Job Description is in addition to the Generic Teacher Job Description |
| This Job Description is current at the date shown; in consultation with you it may be changed by the CEO to reflect or anticipate changes in the job commensurate with the post and title |
| Employees will be expected to comply with any reasonable request from the CEO, Leadership Team or Line Manager to undertake work of a similar level that is not specified in this job description and to undertake any duties given by the CEO which are reasonable in nature. Employees may be required to perform duties other than those given in the job description. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify re-evaluation. In cases, however where a permanent and substantial change in duties and responsibilities occurs, consistent with a higher level of responsibility, then this would be eligible for re-evaluation. |
| **Name** |  | **Signature** |  |
| **Line Manager** |  | **Signature** |  |
| **Date** |  |