

HAYDON SCHOOL

**JOB DESCRIPTION - LEAD TEACHER OF HIGH ACHIEVING PUPILS (HAPS) KS3**

<b>Post Title</b>		<b>Lead Teacher of High Achieving Pupils (HAPS) KS3</b>
		Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
<b>Reporting to:</b>		Co-ordinator of HAPS
<b>Responsible for:</b>		<ul style="list-style-type: none"> <li>• The development and co-ordination for the provision, educational experiences and outcomes for the HAPS at KS3</li> <li>• To increase the percentage of students making 3/4 levels of progress by the end of KS3</li> <li>• To develop staff and cultivate external contacts to offer exciting range of enrichment activities which inspire our students at KS3 and help raise their aspirations.</li> </ul>
<b>Liaising with:</b>		<ul style="list-style-type: none"> <li>• Lead for high performing students KS5</li> <li>• Lead for high performing students KS4</li> <li>• KS3 teachers</li> <li>• Year Leaders 7 - 9</li> <li>• Curriculum Leaders</li> <li>• Department Leaders</li> <li>• Careers advisor</li> </ul>
<b>Working time:</b>		
<b>Salary/Grade:</b>		TLR 2A
<b>Disclosure level:</b>		Enhanced
<b>MAIN (CORE) DUTIES:</b>		<ul style="list-style-type: none"> <li>• To co-ordinate the development, provision and outcome of the HAPS at KS3</li> <li>• Lead for the provision and development of KS3 HAPS</li> <li>• To identify, intervene and track high performing students at KS3</li> <li>• To raise the aspirations of KS3 students to increase widening participation in HE.</li> <li>• To maintain and keep up to date the sections on Fronter and the school website for the HAPS at KS3</li> <li>• The transition of high performing students from KS2 to Haydon</li> </ul>
Operational/Strategic Planning		<ul style="list-style-type: none"> <li>• Transition of high performing students from KS2 to KS3 and KS3 to KS4</li> </ul>
<b>Curriculum Provision:</b>		<ul style="list-style-type: none"> <li>• Work with Faculty Managers, Curriculum Leaders, Department Leaders and class teachers to ensure suitably varied and differentiated schemes of work that promote suitable challenge and support across KS3 for HAPS</li> <li>• To gather initial data of students as they arrive at Haydon in Year 7 and identify the HAPS and disseminate this information to staff</li> <li>• Work with data and Year Leaders to identify</li> </ul>

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		<p>under-achieving high performing students and work with colleagues to plan programmes for them.</p> <ul style="list-style-type: none"> <li>• Promote links with outside agencies for enrichment programmes for the students at KS3</li> <li>• To monitor attendance of KS3 students at extracurricular activities both in and out of school</li> <li>• Celebrate the success of these students in assemblies, Newslink and with letters home.</li> <li>• Support HAPS with appropriate GCSE choices to facilitate possible applications to Russell Group universities in the future</li> <li>• Monitor the KS3 register of HAPS ensuring that it is up to date and reflects the student population</li> <li>• Encourage teachers to develop enrichment activities in school for KS3 students</li> <li>• Develop intervention programmes for KS3 HAPS</li> <li>• Widening participation for KS3 students who are PP/first in family to apply to HE, promoting opportunities for speakers and visits for these students</li> <li>• Ensure that suitable information and links are available on the website for KS3 students and parents</li> <li>• Identify and disseminate good practices in developing HAPS at KS3</li> </ul>
<b>Curriculum Development</b>		<ul style="list-style-type: none"> <li>• Act as KS3 champion for HAPS within the school creating and sustaining positive attitudes towards them and ensuring that provision for HAPS is kept at the heart of the schools agenda for developing teaching and learning.</li> </ul>
<b>Staffing:</b>		
<b>Staff Development</b>		<ul style="list-style-type: none"> <li>• Organise and lead CPD where appropriate for teachers of KS3 students</li> <li>• Attend KS3 meetings where appropriate</li> </ul>
<b>Recruitment/Deployment of staff</b>		
<b>Quality Assurance:</b>		<ul style="list-style-type: none"> <li>• To ensure that this maintained at all times</li> </ul>
<b>Management Information:</b>		<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information</li> </ul>
<b>Communications:</b>		<ul style="list-style-type: none"> <li>• Communicate with parents of KS3 students on the HAPS register with regards to their progress and opportunities</li> <li>• Assist in the development of the whole school HAPs Policy</li> </ul>

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<b>Marketing and Liaison:</b>		<ul style="list-style-type: none"> <li>• To ensure the provision of HAPS is promoted at Year 6 open evening.</li> <li>• To promote the provision for HAPS at KS3 on, the Newslink magazine when appropriate.</li> </ul>
<b>Pastoral system:</b>		<ul style="list-style-type: none"> <li>• To help and encourage the pastoral team towards continuity</li> </ul>
<b>School council:</b>		
<b>Additional Duties:</b>		To play a full part in the life of the school community, to support the school's distinctive mission and ethos and to encourage students and staff to follow this example
<p><b>You are to carry out the duties of teaching staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.</b></p> <ul style="list-style-type: none"> <li>• To promote actively the school's corporate policies</li> <li>• To continue personal development as agreed</li> <li>• To actively engage in the staff review and development process</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to 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.</p>		
<p>This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title</p>		
<p>Haydon School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. We strive to ensure that consistent and effective safeguarding procedures are in place to support families, students and staff at school.</p>		

**DATE: NOVEMBER 2018**