

BAYLIS COURT TRUST JOB DESCRIPTION

Post Title:	2 in Department
TLR Focus:	<ul style="list-style-type: none"> ▪ on teaching and learning ▪ exercise of professional skills and judgement
Main Purpose:	<i>To provide leadership and management of key stage teachers to secure high quality teaching, and the effective use of resources to maximise the learning and achievement of pupils.</i>
Reporting to:	Member of Senior Leadership Head of Department
Responsible for:	Teaching standards within the department
Accountability:	<ul style="list-style-type: none"> ▪ Implement strategies to achieve identified school improvement priorities ▪ Tracking and driving pupil achievement in line with school data ▪ Evaluate and report on the effectiveness of practice ▪ To take responsibility for ensuring the continuity of learning within department in the absence of the Head of Department ▪ Use financial and resource management innovatively and wisely ▪ To have accountability for certain exam groups ▪ To undertake the appraisal of staff within the department
Quality Assurance	<ul style="list-style-type: none"> ▪ To seek/implement modification and improvement where required ▪ To ensure that the department's quality procedures meet the requirements of Self Evaluation and the School Improvement Plan.
Recruitment and management of Staff	<ul style="list-style-type: none"> ▪ To fully participate in the school's ITT/NQT programme as required. ▪ Manage support staff in line with the appraisal programme
Management of Information:	<ul style="list-style-type: none"> ▪ To identify and take action on issues arising from data, systems and reports. ▪ To produce reports on examinations performance and value added data.
Communication:	<ul style="list-style-type: none"> ▪ Effective communication/consultation as appropriate with the parents ▪ To liaise with partner schools, higher education, industry exam boards, awarding bodies and other relevant bodies as needed.
Management of Resources:	<ul style="list-style-type: none"> ▪ To manage the available resources of space, staff, money, and equipment efficiently within the limits, guidelines and procedures.
Professional Duties: Teaching	Under the reasonable direction of the Principal to carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

<p>Teaching cont.</p>	<p>1. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum:-</p> <ul style="list-style-type: none"> ▪ work with regard to the School Improvement plan ▪ To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential. ▪ To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
	<p>2. To teach pupils according to their educational needs and to set and mark pupils' work.</p> <ul style="list-style-type: none"> ▪ To assess record and report on the attendance, progress, development and attainment of pupils and to keep accurate records as required. ▪ To provide, or contribute to, oral and written assessments, reports relating to individual pupils and groups of pupils within the schools agreed deadlines. ▪ To ensure that ICT, Literacy and Numeracy is reflected in the teaching/learning experience of pupils. ▪ To ensure a quality learning experience for pupils that meets internal and external standards. ▪ To prepare and update subject materials as required. ▪ To use a variety of delivery methods which will stimulate learning appropriate to pupil needs ▪ To maintain discipline in accordance with the school's procedures, and to encourage good punctuality, behaviour, standards of class work and homework. ▪ To undertake assessment of pupils as requested by external examination bodies, department and school procedures. ▪ To mark, record and give written/verbal and diagnostic feedback as required. ▪ To contribute to the department's school improvement plan and its implementation. ▪ To contribute to the whole school's planning activities.
	<p>3. To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's Mission and Strategic Objectives.</p>

<p>4.</p>	<p>To take part in the school's staff development programme by participating in arrangements for further training and professional development.</p> <ul style="list-style-type: none"> ▪ To continue personal development in subject knowledge/ teaching methods. ▪ To engage actively in the Performance Management Review process. ▪ To ensure the effective/efficient deployment of classroom support.
<p>5.</p>	<p>To help to implement and uphold school quality procedures.</p> <ul style="list-style-type: none"> ▪ To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. ▪ To review teaching methods and programmes of work in line with requirements ▪ To take part, as required in review, development, and management of activities relating to the curriculum, organisation, and pastoral functions of the school
<p>6.</p>	<p>To maintain appropriate records and to provide relevant accurate and up-to date information for registers, SIMs, etc.</p> <ul style="list-style-type: none"> ▪ To track pupil progress and use information to inform teaching and learning. ▪ To complete the relevant documentation required in the tracking of pupils.
<p>7.</p>	<p>To communicate effectively with the parents of pupils as appropriate.</p> <ul style="list-style-type: none"> ▪ To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools. ▪ To follow agreed policies for communications in the school. ▪ To contribute to the development of effective subject links with external agencies
<p>Personal Responsibility:</p>	<ul style="list-style-type: none"> ▪ To implement agreed school policies including those relating to Race Equality, Equal Opportunities and Health & Safety. ▪ To attend training and meetings as necessary. ▪ To play a full and active part in activities related to the continuing improvement and prosperity of the school
<p>Additional Duties:</p>	<ul style="list-style-type: none"> ▪ To play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and pupils to follow this example

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.

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.