

Assistant Team Leader of English - Chilton Trinity School

Grade: Main Scale/UPS + TLR 2.2

Line Manager: Team Leader of English

Other Stakeholders:

- Headteacher/Head of School
- Students
- Parents/Carers
- Governors/Trust Board
- School Staff
- School Site Team
- School ICT Team

Responsible for: N/A

CONTEXT

It is expected that all staff agree with, abide by and promote the aims and objectives of the School within which they work and the Clevedon Learning Trust (CLT).

The Trust's vision statement is: Children, Choice, Collaboration
Chilton Trinity School's vision statement is: Work Hard and Be Kind

Staff are expected to interact on a professional level with all stakeholders and to abide with the CLT's Code of Conduct.

ROLE OVERVIEW

- To lead on and provide consistently excellent Teaching and Learning of English to ensure high attainment and progress for students at KS3.
- To ensure the KS3 curriculum is fully implemented and evaluated for impact. This includes leadership of assessment in KS3 English.
- To ensure enrichment provision in English is in place and leads to increased engagement at KS3 including extra-curricular.
- To assist the Team Leader of English in leading and managing the delivery of English across the whole school.
- To ensure Pupil Premium provision in English is effective leading to accelerated progress for disadvantaged students.

MAIN DUTIES

- To provide a stimulating classroom environment that helps students to develop a passion for English.
- To teach English to both Key Stages across the ability range
- To deliver consistently excellent lessons and outcomes for students

- To liaise with the Team Leader to monitor and track the progress of all students, taking sole responsibility for specific cohorts of students, as agreed with the Team Leader.
- To provide intervention sessions for targeted students (including after school and during any holiday sessions).
- To assist the Team leader in leading and managing the department
- To assist in the development of resources that support all staff in delivering the Team Schemes of Learning
- To take joint responsibility for the induction of new members of staff, particularly NQTs.
- To assist the Team Leader in raising and further developing the profile of English across the school
- To assume responsibility for leading the English team in the absence of the Team Leader.
- To comply with the school's Health & Safety policy.
- To safeguard and promote the welfare of students at all times, acting at all times within the school's Safeguarding procedures.
- To achieve any performance criteria or targets related to the TLR post, measured through the School's annual Professional Growth cycle.
- To liaise with Feeder Primary Schools in connection with English transition from KS2.
- Plan and deliver challenging, well organised lessons which promote progression and lead to raised attainment.

Professional Attributes

- Maintain an up to date knowledge and understanding of the professional duties of teachers.
- Contribute to the development, implementation and evaluation of school policies and practice.
- Hold positive values and attributes, especially high expectations of students.
- Adopt high standards of professional behaviour.
- Communicate effectively with students, parents/carers, and colleagues.
- Recognise the contribution that colleagues, parents/carers can make to the development and wellbeing of students.
- Have a commitment to collaboration and cooperative working.
- Evaluate their own performance and be committed to improving their practice, especially through coaching/mentoring.

Professional skills

- Plan and deliver challenging, well organised lessons which promote progression and lead to raised attainment.
- Establish a purposeful and safe learning environment.
- Manage learners' behaviour by establishing a clear and positive framework in line with school policy
- Plan opportunities for students to develop literacy/ numeracy/ ICT skills.
- Make effective use of assessment approaches to set challenging learning objectives and monitor progress.
- Provide feedback on students' attainment, progress and areas for development.
- Support students to reflect on their learning, identifying progress and areas for improvement.
- Plan, set and mark appropriate homework tasks, including those in out of school contexts.
- Work as a team member, and with other colleagues, to share the development of best practice within the school.

HEALTH AND SAFETY

- All staff are responsible for Health and Safety within the school. Any concerns or incidents must be reported immediately to the appropriate person and followed up.
- Comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.
- Engage in relevant continuous professional development opportunities and performance management/reviews arrangements.
- Offer support to staff through a variety of situations, to maintain confidentiality and be diplomatic with the handling of situations.

DATA PROTECTION AND SAFEGUARDING

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

GENERAL

- The post-holder will be expected to undertake any appropriate training provided by the CLT to assist them in carrying out any of the above duties
- The post holder will have access to highly confidential and sensitive information in the course of their duties and must maintain the confidentiality and security of such information at all times
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance> '

NOTES

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

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

PERSON SPECIFICATION –Assistant Team Leader of English

AREA	ESSENTIAL	DESIRABLE
Education/ Qualifications	<ul style="list-style-type: none"> • Degree (or equivalent) in English or a related subject • QTS • Enhanced DBS 	
Experience & Knowledge	<ul style="list-style-type: none"> • Evidence of successful teaching in current post • Several years teaching experience • An ability to use assessment information to enable students to make progress 	<ul style="list-style-type: none"> • Understanding needs and strategies for effective differentiation • Experience of a range of teaching and learning styles • Experience of planning and designing a curriculum in English
Skills and Abilities	<ul style="list-style-type: none"> • A proven track record of record of improving Teaching & Learning • Experience of raising attainment in a challenging classroom environment • To be a proven outstanding practitioner • To have completed at least 3 years as an English teacher • To have evidence of Continual Professional Development leading to improvements in the quality of Teaching and Learning • To have evidence of effective and systematic behaviour management with clear boundaries, sanctions, praise and rewards • A thorough knowledge and understanding of all aspects of the National Curriculum in relation to this post • Understanding of whole school curriculum issues • Evidence of taking an active role in the provision of high quality CPD for staff eg mentoring 	
Behaviours	<ul style="list-style-type: none"> • Able to work closely with the Team Leader and other members of the team to implement the Department's agenda for learning and teaching • Self-motivated and enthusiastic • A good team player with resilience and a desire to be part of a lively school community • Adaptable, flexible and creative • Proven ability to share outstanding practice with colleagues • Good use of data to track and monitor progress of students 	

	<ul style="list-style-type: none"> • Evidence of successful intervention work leading to improved outcomes • Good communication, planning and organisational skills. • Demonstrates resilience, motivation and commitment. • Acts as a role model to staff and students • Ability to be pro-active and show initiative • A passion for English and a desire to promote learning. • Strong interpersonal skills and proven positive relationships with students, staff and parents, and other members of the school community. • The ability to lead and manage staff effectively. • A desire to apply for Team Leader of English posts in approximately 3 years 	
Other	<ul style="list-style-type: none"> • Able to display an awareness, understanding and commitment to the protection and safeguarding of children • Commitment to maintaining confidentiality at all times. 	