

## Job Description

# Team Leader of English at Chilton Trinity School

**Grade:** UPS + TLR 1.2

**Line Manager:** Deputy Head

**Other Stakeholders:**

- Headteacher/Head of School
- Governors/Trust Board
- CLT Finance Managers
- CLT Business Unit
- School Staff
- School Site Team
- CLT payroll provider
- Trade Unions
- School ICT Team
- External and Internal Audit Teams

**Responsible for:** A team of 8

### 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 have overall responsibility for Teaching, Learning and Assessment within the department

### MAIN DUTIES

- To have overall responsibility for Teaching, Learning and Assessment within the department
- To liaise with senior staff, other Team Leaders and Heads of House to ensure that school policies are implemented
- To lead and involve all departmental staff in development planning
- To represent the department through the school's consultative structure and to consult with the Deputy Head on matters concerning their department
- To monitor all aspects of the English curriculum and the quality of teaching within the department to maximise student progress
- To lead and manage the English department to secure the best possible outcomes for students
- To lead the development of departmental staff in accordance with whole school, department and individual needs
- To represent the department as necessary within the school and at meetings with other leaders, governors, parents, inspectors, feeder schools, other secondary schools etc.
- To promote a purposeful, disciplined and creative learning environment within the department which aims to raise student aspirations and self-esteem

## 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 – Team Leader of English**

AREA	ESSENTIAL	DESIRABLE
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree (or equivalent)</li> <li>• QTS</li> <li>• Enhanced DBS</li> </ul>	
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• An effective teacher with at least 2 years experience of teaching across the full age and ability range</li> <li>• A strong classroom practitioner</li> <li>• An understanding of the characteristics of high quality teaching &amp; effective leadership</li> <li>• Experience of successfully managing student improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding needs and strategies for effective differentiation</li> <li>• Experience of a range of teaching and learning styles</li> <li>• Experience of teaching Media</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to teach English and Media to GCSE</li> <li>• Evidence of leadership skills and an ability to translate an idea into curriculum delivery</li> <li>• Able to demonstrate clear understanding of educational assessment issues</li> <li>• Able to effectively manage administration</li> <li>• Able to motivate colleagues and to support and improve classroom practice</li> <li>• Ability to use a range of teaching approaches including individual work, group work, self-support study</li> <li>• Good ICT skills</li> <li>• Ability to teach mixed ability classes, meeting the needs of all students including those with SEND</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to manage a budget</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school/Trust and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.</li> <li>• Professional and approachable.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Able to display an awareness, understanding and commitment to the protection and safeguarding of children</li> <li>•</li> <li>• Commitment to maintaining confidentiality at all times.</li> </ul>	