**VALENTINES HIGH SCHOOL**

**JOB DESCRIPTION**

**TLR 2A**

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| **1.** | **INTRODUCTION** | | |
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| **1.1** | **NAME OF POST HOLDER:** | | |
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| **1.2** | **Post Purpose:** |  | |
|  |  | Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).  To raise standards of student attainment and achievement within the Spansh curriculum area and to monitor and support student progress.  To be accountable for student progress and development within the subject area of Spanish. This includes analysis of data, liasing with staff regarding classes and students.  To develop and enhance the teaching practice of others via leading strategic initiatives in Spanish (at the Head of Department’s discretion) and mentoring/coaching as directed by the Head of Languages  To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department at GCSE or equivalent, in accordance with the aims of the school and the curricular policies.  To be accountable for leading, managing and developing the subject/curriculum area. This includes implementing changes, reinforcing pedagogical strategies, monitoring the impact of strategies and analysing results across the subject.  To develop interventions programs, monitor and record their impact. | |
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| **1.3** | **Reporting to:** | Head of Languages | |
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| **1.4** | **Responsible for:** | Teaching staff and other specified personnel within the department. | |
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| **1.5** | **Liaising with:** | Head/Leadership Team, Head of Department, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff, LEA representatives, external agencies, student learning consultants and parents. | |
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| **1.6** | **Working Time:** | Full time as specified within the STPCD | |
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| **1.7** | **Salary/Grade:** | Example - Classroom Teachers' Pay Scale and TLR2A | |
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| **1.8** | **Disclosure level** | Enhanced | |

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| **2.** | **TEACHING** | |
| **2.1** |  | To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. |
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| **3.** | **OPERATIONAL/ STRATEGIC PLANNING:** | |
| **3.1**  **3.2**  **3.3** |  | To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.  To monitor actively and follow up student progress.  To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc. at KS4 |
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| **4.** | **CURRICULUM PROVISION:** | |
| **4.1**  **4.2** |  | To liaise with the Head of Languages to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan and School Evaluation.  To be accountable for the development and delivery of subjects. |
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| **5.** | **CURRICULUM DEVELOPMENT:** | |
| **5.1**  **5.2**  **5.3** |  | To lead curriculum development for KS4 Science, at the Head of Science’s direction.  To keep up to date with national developments in the subject area at KS4 and teaching practice and methodology generally, at the Head of Science’s direction.  To liaise with the Head of Languages / SLT as necessary to maintain accreditation with the relevant examination and validating bodies. |

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| **6.** | **QUALITY ASSURANCE:** | |
| **6.1**  **6.2** |  | To ensure the effective operation of quality control systems.  To contribute to the school procedures for lesson observation. |
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| **7.** | **MANAGEMENT INFORMATION:** | |
| **7.1** |  | To make use of analysis and evaluate performance data provided. |

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| **8.** | **COMMUNICATIONS & LIAISON:** | |
| **8.1** |  | To ensure effective communication/consultation as appropriate with the parents of students. |
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| **9.** | **MANAGEMENT OF RESOURCES:** | |
| **9.1** |  | To assist with the management of available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget |
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| **10.** | **PASTORAL SYSTEM:** | |
| **10.1**  **10.2**  **10.3**  **10.4**  **10.5** |  | To monitor and support the overall progress and development of students within the department.  To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary,  To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.  To contribute to PSHCE, citizenship and enterprise according to school policy of delivering lessons  To ensure the Behaviour Management system is implemented in the department so that effective learning can take place. |
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| **11.** | **SCHOOL ETHOS**: | |
| **11.1**  **11.2**  **11.3**  **11.4** |  | To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.  Support the school in meeting its legal requirements for collective worship as a form tutor.  Promote actively the school’s corporate policies and values by acting as role model at formal events such as prize giving.  Comply with the school's health and safety policy and undertake risk assessments as appropriate. |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. | | |

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| **12.** | **SIGNATURES:** |
| 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. | |

**Signed .......................................... Signed ......................................**

**(Teacher) (Headteacher)**

**Dated ............................................ Dated .......................................**

**(Teacher) (Headteacher)**