

Middlewich High School



Job Description for Lead Practitioner of Literacy/Teacher of English

The appointment is subject to the current conditions of employment for class teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This Job Description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

JOB TITLE: Lead Practitioner of Literacy/Teacher of English

JOB HOLDER REPORTS TO: Head of Department

BASIC JOB PURPOSE: To support Head of English leading literacy across our 11-16 school. Planning, teaching and class management. Monitoring assessments, recording and reporting. Perform role of form tutor, if designated as such.

MAIN RESPONSIBILITIES:

Area of Responsibility and Key Tasks

a) Planning, Teaching and Class management

To teach allocated pupils by planning their teaching to achieve progression of learning through:

- * identifying clear teaching objectives and specifying how they will be taught and assessed in clear written lesson plans
- * setting tasks which challenge pupils and ensure high levels of interest
- * setting appropriate and demanding expectations
- * setting clear targets, building on prior attainment
- * identifying SEN or able and talented pupils
- * providing clear structures for lessons maintaining pace, motivation and challenge
- * making effective use of assessment and ensure coverage of national curriculum programmes of study
- * ensuring effective teaching and best use of available time;
- * monitoring and intervene to ensure sound learning and discipline

- * setting and assessing appropriate and challenging homework
- * using a variety of teaching methods to:
 - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - iii. select appropriate learning resources and develop study skills through library and other resources
- * implement the school's Rewards and Sanctions Policy
- * ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- * mentoring pupils
- * evaluating their own teaching critically to improve effectiveness by building on good practice

b) Monitoring, Assessment, Recording, Reporting – To:

- * assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- * mark and monitor pupils' work and set targets for progress;
- * assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the levels at which the pupil is achieving
- * prepare and present informative verbal and written reports to parents according to school reporting procedures

c) As a Form Tutor if applicable – To:

- * carry out registration duties
- * ensure the school ethos and rules are supported on a day-to-day basis
- * check and sign pupil organisers
- * establish and maintain regular contact with home
- * liaise with other staff about behaviour issues
- * maintain rewards and sanctions records
- * discipline pupils at form tutor level
- * plan and deliver tutorial work including Lifeskills + Personal Statement for KS4 Progress File
- * deal with attendance and punctuality issues
- * mentor and assist pupils in reviewing achievement and recognising ways to improve
- * monitor pupil progress
- * check pupils' uniform
- * communicate key messages to pupils and parents

d) Other professional requirements – To:

- * have a working knowledge of teachers' professional duties and legal liabilities
- * operate at all times within the stated policies and practices of the school
- * establish effective working relationships and set a good example through their presentation and personal and professional conduct
- * endeavour to give every child the opportunity to reach their potential and meet high expectations
- * contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
- * take responsibility for their own professional development and duties in relation to school policies and practices
- * liaise effectively with support staff and governors
- * take on any additional responsibilities which might from time to time be determined
- * contribute to the ethos of the school as a caring, supportive institution where 'Achievement for all' is the goal
- * be aware of Health and Safety issues linked to their teaching area, including fire exit procedures
- * liaise with HoD if applicable undertaking reasonable duties/tasks allocated

All these specific responsibilities will be undertaken within the context of:

The responsibilities of a schoolteacher as defined in the Conditions of Service;
The expectation of standards for Threshold Teachers as defined by the DfE.

Copies of these documents are to be found in the Staff Handbook.

In addition to all these specific responsibilities the post-holder may be required to undertake any additional responsibility within the three TLR Criteria areas that might reasonably be deemed to be part of the job.

Notwithstanding the detail in this job description, in accordance with the school's/Council's Flexibility Policy the jobholder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the principal responsibilities of the job.

SIGNED _____

Headteacher

SIGNED _____

Postholder