



## Job Description

School: Kirk Hallam Community Academy  
Post: Lead Teacher of English (Reading)  
TRL: MPS +TLR 2B  
Responsible to: Head of Department  
Closing Date: Friday 21<sup>st</sup> May at 9am

### Purpose of the role

To teach pupils in allocated classes in order to ensure that their learning is of the highest quality.

### Responsibilities

- Lead on our whole school reading provision, taking responsibility for implementing the Techniques outlined in Reading Reconsidered and The Writing Revolution.
- Line managing the library and developing its use as the centre of the school.
- Working closely with the SEN team in order to ensure that all LSAs are connected into the English Curriculum.
- To develop a Reading Curriculum and embed a cannon of texts which all Scholars are exposed to every day.
- To use data from the NGRT to show impact.
- To love Reading and be a champion of reading throughout the Academy.
- Follow the Routines and Structures provided by the school in order to establish a strong culture of achievement for all.
- Maintain a positive ethos within their teaching and their classroom.
- Teach pupils within allocated classes, enhancing their learning and providing the opportunity for achievement for all pupils;
- Planning and preparing tasks which challenge pupils and ensure high levels of interest during lessons;
- Monitor the academic progress of pupils within allocated classes and implement appropriate strategies to address underachievement;
- To assess, record and report on the progress and attainment of all pupils within allocated classes;
- To register the attendance of pupils in class;
- To set appropriate homework;
- To assess pupil's work and give appropriate and constructive feedback;
- To research new topic areas, maintain up-to-date subject knowledge, and devise and write new curriculum materials;
- Manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour;
- Communicate with parents and carers over pupils' progress and participate in departmental meetings, parents' evenings and whole school training events;
- Undergoing regular observations and participating in regular in-service training (INSET) as part of continuing professional development (CPD); and

- Undertake critical self-evaluation and then participate in continuous professional development designed to enhance the quality of teaching or other working practices.
- To address any issues concerned with the wellbeing, personal development and academic progress of pupils within their classes;
- To check uniform and general appearance; and
- To monitor the behaviour and academic performance of pupils as directed.

### **Performance Management Responsibilities**

- All members of staff are required to participate fully in the school's performance management system.

### **Other professional requirements**

- 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
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Be an effective member of the Kirk Hallam team and understand their duties in relation to the performance of the whole school and our community.

## Person Specification

	Essential	Desirable
<b>Education and Qualification</b>	Honours Degree (First or Second Class) Qualified Teacher Status – Degree or equivalent Evidence of applying continued professional development	Higher professional qualification
<b>Knowledge &amp; Experience</b>	Relevant teaching experience or teaching practice in the subject.  Experience of teaching a wide range of abilities.  This role would be suitable for an NQT or an experienced teacher.	Experience of pastoral/tutor role.
<b>Skills and Abilities</b>	Excellent teaching skills, including effective communication skills, ability to motivate students and the capacity to create good learning environments.  A clear understanding of the characteristics of high quality teaching and learning and achievement for all pupils.  Knowledge of current issues and recent developments in the curriculum area.  Capacity to use ICT as integral part of teaching.  Knowledge and understanding of the value added agenda, including levels of progress.  Ability to lead initiatives, support the process of change and work effectively in a team.  Secure commitment to a clear aim and direction for the subject.  Understanding of equal opportunities issues and their application to work.	Understanding of particular needs of pupils with SEN.  Awareness of factors affecting language and learning across the curriculum.  Knowledge/involvement in other cross curricular initiatives/projects or whole school developments.
<b>Personal Qualities</b>	Enthusiasm and love of English.  A willingness to contribute to extra-curricular activities.  Ability to use own initiative.  A commitment to the vision of the school.  A commitment to develop a love of English within all students.  A commitment to inclusive education.  Ability to form good working relationships with pupils and staff.  High standards and expectations  Ability to use pupil assessment data to raise achievement.  Outstanding communication skills.	A vision for the development of the department.  A commitment to personal and professional development.

	<p>Reliability and integrity.</p> <p>A commitment to safeguarding and promoting of welfare of children issues.</p> <p>A clear understanding that we teach the students we have, not always the students we want and that THIS is our job above all else.</p> <p>A determination to succeed, listen, learn and keep developing.</p>	
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