

ST AUGUSTINE'S RC HIGH SCHOOL

JOB DESCRIPTION

POST TITLE:	LEAD TEACHER OF ENGLISH
TLR LEVEL : 2.2	
Purpose:	<ul style="list-style-type: none"> • To support the Curriculum Leader in maintaining the highest standards of student attainment and achievement within the curriculum area and to monitor and support student progress. • To develop and enhance the teaching practice of others. • To assist the Curriculum Leader in ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the policies determined by the Governing Body and Headteacher of the school. • To support the Curriculum Leader in managing and developing the subject/curriculum area.
Reporting to:	Curriculum Leader
Responsible for:	Teaching staff and other relevant personnel within the department.
Liaising with:	Head/SLT/CL, departmental staff, relevant non-teaching support staff, parents.
Working Time:	195 days per year. Full time.
Salary/Grade:	MPS / UPS + TLR 2.2
Disclosure level:	Enhanced
MAIN DUTIES	
Operational/Strategic Planning	<ul style="list-style-type: none"> • To support the development of appropriate curriculum, resources (including aspects of the VLE / Office 365), schemes of work, assessment and teaching and learning strategies in the department, • To work with the Curriculum Leader to monitor and follow up student progress. • To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, • To work with colleagues to formulate aims, objectives and strategic plans for the department via the departmental development plan with reference to the needs of students and to the aims, objectives and strategic plans of the school. • To develop the effectiveness of teaching and learning within the department. • To contribute to the school procedures for lesson observation.
Management Information:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system (SIMS and PARS). • To assist the Curriculum Leader in identifying and taking appropriate action on issues arising from data, systems and reports.

Communication:	<ul style="list-style-type: none"> • To ensure effective communication/consultation as appropriate with the parents of students. • To represent the department's views and interests at Curriculum Leader meetings in the absence of the Curriculum Leader. • To promote the development of effective subject links with external agencies. • To support the Curriculum Leader with effective communication between the English Department and the Library. • To support the Curriculum Leader with the organisation and running of departmental meetings and lead these meetings in the absence of the Curriculum Leader • To be responsible for the ordering of stock.
Management of Resources:	<ul style="list-style-type: none"> • To foster and implement the application of ICT in the department including the development of materials for learning. • To coordinate and develop the use of ICT within lessons, including laptops and I-pads.
Curriculum:	<ul style="list-style-type: none"> • To keep up to date with national developments in the subject area and teaching practice and methodology. • To coordinate and develop English curriculum resources for the department including medium term planning and schemes of learning. • To monitor and respond to curriculum development and initiatives at national, regional and local levels. • To ensure that the development of English is in line with national developments. • To promote extra-curricular activities and trips. • To contribute to cross-curricular SMSC, PSHE, citizenship and enterprise according to school policy.
Staffing:	<ul style="list-style-type: none"> • To undertake Appraisal Reviews and to act as reviewer for a group of staff within the department as identified by the Curriculum Leader. • To work with the Curriculum Leader and Assistant Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To promote teamwork and to motivate staff to ensure effective working relations. • To participate in the school's ITT programme as appropriate. • To support the day-to-day management of staff within the department and act as a positive role model. • To observe lessons and provide formative feedback to colleagues within the department. • To undertake regular work scrutiny with members of the department to ensure that the Marking Policy is being followed.
Pastoral:	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the department.

	<ul style="list-style-type: none"> • To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description. • To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
Teaching:	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:	<ul style="list-style-type: none"> • 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.
Other Specific Duties:	
<p>To continue personal, professional development.</p> <p>To engage actively in the appraisal process.</p> <p>To undertake any other duty as specified by STPCD not mentioned in the above.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>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.</p>	
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	