

**HUMMERSKNOTT ACADEMY**  
**JOB DESCRIPTION**

**POST TITLE:** **TEACHER OF ENGLISH WITH LITERACY ACROSS THE CURRICULUM**

**GRADE:** This post is paid on Main Professional/Upper Professional Scale in accordance with the current National Teachers Pay and Conditions. In addition the post attracts a Teaching and Learning Responsibility allowance of 2b.

**STANDARDS:** The post holder is expected to have met and to maintain the following standards:  
National Teacher Standards and  
Post Threshold Standards (if paid on UPS)

**REPORTING RELATIONSHIP:** **Assistant Principal: Staff Development**

**JOB PURPOSE:**

1. As form mentor and teacher to maximise the learning of all students
2. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
3. To work with Faculty Leaders/Subject Leaders to provide the professional leadership and management in order to secure high quality teaching and learning, and improved standards of achievement for all students.
4. To work with colleagues contributing to school improvement and building an effective team.

**KEY AREAS OF RESPONSIBILITY:**

1. To carry out the duties of a classroom teacher and form mentor.
2. To treat students with respect and adhere closely to all Academy policies in relation to the safety and welfare of every child.

**Strategic Direction and Development of the work of the Faculty**

1. Working with Faculty Leaders/Subject Leaders and teachers to secure high standards of literacy teaching and thus good progress in learning for all students.
2. Establishing a shared understanding and vision for developing literacy such that every member of the academy has an understanding of what they are seeking to achieve and what best practice in teaching and learning looks like.
3. Use all available data to ensure students and staff are set challenging targets and that staff aspire to achieve high outcomes at the end of each Academy year.
4. Assist the Faculty Leaders/Subject Leaders in the development of literacy strategies that support the quality of provision, teaching and learning, curriculum (both intra and extra-curricular), to maximise students' enjoyment, engagement and attainment.
5. To attend local, regional and national events which enable you to stay up to date and gain a knowledge and understanding of developments in both the curriculum and pedagogy as subject in your faculty.
6. To comply with Health & Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others, including ensuring suitable risk assessments have been carried out.
7. With regard to the above to take specific responsibility for the following within the Academy:

### **Specific Responsibilities in this area**

To co-ordinate and monitor the quality of literacy developments to support teaching and learning across the Academy and work with key members of staff to identify and support areas who require further assistance with meeting the literacy needs of their curriculum. To work within other Faculties and Departments to incorporate the teaching of literacy, parallel with pedagogical practice in English, to support the teaching of technical accuracy in line with changes to curriculum. Working with the Inclusion Faculty in the strategic development of skills to ensure students are supported in making progress utilising expertise from partner primary schools within Hummersknott Academy Trust. Tracking and monitoring of students' progress across Key Stages, where targeted interventions are put in place to ensure the impact on individuals and their learning.

### **Teaching and Learning**

1. Work with the Faculty Leaders/Subject Leaders and staff to ensure that there is a common approach to literacy planning and implementation in line with whole Academy policies in line with National Curriculum and Examination Board specifications and the Academy's key cross curriculum themes of Global Citizenship, Internationalism, Personal and Economic Well Being and Personal, Learning and Thinking Skills.
2. Working with the Faculty Leader/Subject Leaders, monitor the quality of teaching and learning, ensuring good practice in literacy developments are identified and shared and, where teaching is satisfactory, staff know how to improve and are challenged and supported to do so by colleagues, coaching and professional development and Performance Management.
3. To ensure all work is assessed appropriately and that this assessment information is used to inform planning.
4. To ensure standardised assessment are in place and are used appropriately to review progress for individual learners' literacy progress.
5. To ensure staff maintain up to date knowledge of all external assessment arrangements and that all staff teaching the subject are aware of these.
6. To help monitor progress towards the Academy targets and what actions may be needed at an individual subject, class, year group level to ensure underperformance is addressed.
7. To liaise with parents as appropriate.
8. To liaise with Assistant Principals, Student Support staff and Individual Needs Co-ordinator to ensure that individual student needs are met and that appropriate reports etc are prepared as requested.
9. With regard to the above, to take responsibility for the following within the Faculty:

### **Specific Responsibilities in this area**

Assist in conducting work scrutinies to monitor the quality of learning and teaching of literacy and ensure that standards and expectations of the Academy are maintained. Monitor and track the impact of targeted interventions of students' work for those entering below expected standard from KS2 in reading, ensuring standardisation and accuracy of KS3 data and identifying areas of underachievement and working with staff to support progress at all levels. Develop and share strategies across the curriculum to support all to support rapid and sustained progression through the linear examinations via the implementation of initiatives and strategies to focus teaching and learning on individual literacy needs.

### **Leading and Managing Staff**

1. To assist Faculty Leaders/Subject Leaders in ensuring that all staff within the Academy carry out the duties and responsibilities expected of them in line with National standards and Academy policies and procedures, providing the necessary induction, training and support where required either directly or through other members of the team.
2. To work with all staff to implement Academy policies in regard to expectations of students' conduct, dress and work.
3. To meet with and hold individual teachers to account for the progress of individual students in their classes.
4. To ensure all staff are aware of the policies and procedures for all external assessments and their literacy demands and that these requirements are met.
5. With regard to the above, to take specific responsibility for the following within the Academy:

#### **Specific Responsibilities in this area**

To coach, mentor and train colleagues to support the developments of teacher's professional development, where necessary. To contribute to Performance Manage selected members of the English team, specifically those teachers who are involved in Initial Teacher Training and supporting Newly Qualified Teachers. To work with and support individual teachers, where necessary, to support in the development of their planning over time to allow greater student progress to be seen. Oversee staff implementation of strategies designed to respond to students' needs, evaluating impact on progress and developing additional provision to continue to personalise learning. Through liaison with primary partner schools within Hummersknott Academy Trust, develop programmes that support effective transition from KS2.

#### **Development and Deployment of People and Resources**

1. Assist in co-ordinating a professional development programme across the Academy ensuring all staff have access to suitable training and support and thus maintain up to date subject knowledge.
2. To support NQTs and ITT students within the Faculty area in line with Academy policies.
3. With regard to the above to take specific responsibility for the following within the Academy:

#### **Specific Responsibilities in this area**

Act as Subject Mentor for NQTs or ITTs within the faculty where necessary, to provide a role model for quality learning and teaching in English. To support members of the Academy in ensuring the quality of learning and teaching, particularly students who require specific intervention, allows for at least good progress to be made in line with the National Average for the end of each Key Stage. To work with Faculty Leaders and other members of the Faculty Leadership to ensure staff within the Faculty, and the Academy as a wider community, are aware of necessary key focuses in literacy to support progress of targeted cohorts of students. Through liaison with Inclusion Faculty and members of the English Faculty with key responsibilities, ensure the use of specific resources (i.e. Bedrock Learning, Catch-up Literacy) are used to full effect to support progress of students and monitor and evaluate the impact on learning for students targeted.

*THE POST IS SUBJECT TO ENHANCED DISCLOSURE. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE.*

**Hummersknott Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**