

Isle of Anglesey County Council Job Description

Job Title: Learning Leader English

Department: Learning

Section: Ysgol Uwchradd Caergybi

Salary Scale: Teachers' Main Scale commensurate with experience & TLR1C - £10,821

Position in the Establishment

Accountable to:
The Headteacher

Responsible for:

Staff: Eight

Finance: Department Capitation Allowance

Other:

Purpose of the Post: To lead, manage and developing the curriculum area and maintain the highest standards of student attainment and achievement

Teachers' professional responsibilities and duties are included in Section 12 of the annual School Teachers' Pay and Conditions of Employment Document.

Core duties:

- To ensure 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 lead the development of appropriate resources, schemes of work, assessment and teaching and learning strategies in the department
- To monitor student progress and co-ordinate any interventions that are necessary
- To implement school policies and procedures eg Equal Opportunities, Health & Safety, within the department
- 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 and to enhance the teaching practice of others
- To contribute to the school procedures for lesson observation and appraisal
- To monitor and evaluate the department in line with agreed school procedures including evaluation against quality standards and performance criteria
- To lead departmental meetings in accordance with the school calendar and promote an ethos of teamwork

Communication and Information Management

- To ensure the maintenance of accurate and up-to-date information concerning the department on the SIMS management information system
- To analyse and evaluate performance data provided
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken
- To produce reports on examination performance, including the use of value-added data
- To provide SLT and the Governing Body with relevant information relating to the department's performance and development
- To ensure effective communication/consultation as appropriate with the parents of students
- To liaise with partner schools, higher education, examination boards and other relevant external bodies
- To represent the department's views and interests at Curriculum Leader meetings
- To lead the development of effective subject links with ;partner schools and the community
- To promote the school through Open Evenings and other events and to attend where necessary liaison evens in partner schools and colleges
- To promote the development of effect subject links with external agencies

Curriculum and Staffing

- To liaise with the Assistant Headteacher to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum
- To keep up to date with national developments in the subject area including teaching practice and methodology
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
- To liaise with the Assistant Headteacher to maintain accreditation with the relevant examination bodies
- To ensure the requirements of the examination board are met with respect to all aspects of the subject specification
- To promote extra-curricular activities and trips
- To contribute to cross-curricular PSE, citizenship and enterprise according to school policy
- To undertake Performance Management Reviews and to act as a reviewer for a group of staff within the department
- To work with the Assistant Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To make appropriate arrangements for classes when staff are absent, liaising with cover staff
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures
- To promote teamwork and to motivate staff to ensure effective working relations
- To participate in the school's ITT programme as appropriate
- To be responsible for day-to-day management of staff within the designated department and to 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

Subject Teacher – Responsibilities and Tasks to include:

- To fulfil the duties of a teacher as per the latest published Teachers' Standards
- To prepare, develop and deliver lessons in the appropriate subject discipline, according to the schemes of work agreed within the department

- To monitor and record the performance of pupils
- To foster and maintain high standards of effort and discipline amongst the pupils by the use of appropriate rewards and sanctions
- To encourage effective learning by the appropriate use of formative feedback and clear target setting in class and in home learning
- To foster an atmosphere of mutual respect with pupils in all classroom activity
- To develop and foster good working relationships with all non-teaching and support staff
- To contribute to all development work undertaken by the department, in producing schemes of work, programmes of study, schemes of assessment, reports or any such similar materials
- To attend Parents' Evenings as appropriate
- To care for and maintain teaching resources and equipment in the department
- To create and maintain displays for learning which showcase pupils' work and enhance the learning environment
- To adhere to and to support school policies
- To take part in the processes of Performance Management as required

Other specific duties

- To continue personal, professional development
- To engage actively in the Performance Management process

Work arrangements

Working week: Full Time (See School Teachers' Terms and Conditions Document)

Location: Ysgol Uwchradd Caergybi

Bilingual Requirement (Welsh & English):

The ability to speak Welsh is desirable but not essential for this post

Flexibility:

- 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.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- The school will endeavour to make any necessary reasonable adjustment 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

Person Specification

Job title: Learning Leader English

Section 1: Education & Training

Essential:

- Degree level qualification
- Professional Teaching Qualification (e.g. PGCE)

Section 2: Experience

Essential:

- The range and level of experience of the duties, tasks and responsibilities within the job description and relevant related activities.

Section 3: Key Qualities

Essential:

- Job specific knowledge and skills critical for effective performance in post.
- Up to date knowledge of the curriculum and subject matter
- Up to date Information Technology Skills

Section 4: Personal Attributes

Essential:

- Effective communication skills, orally and in writing
- Willingness to play a part in all aspects of the departmental activities would be beneficial.

Section 5: Personal Circumstances

- Requirements which, if not met, could place constraints on effective performance.