**Job Description**

**KS3 Teacher with Literacy and Communication**

**Status of the post**

KS2 Teacher with responsibilities for Literacy & Communication

**Main responsibilities of the post**

In addition to those professional responsibilities which are common to all classroom teachers in the school, the post holder’s key responsibilities will be to lead a team of staff to improve standards through the Academy. This will include the following:

• Visioning and leading literacy and communication across the curriculum

• Work scrutiny/levelling

• Observations; coaching and mentoring

• Leading Teaching

• Monitoring Planning

• Continuing curriculum development

• Supporting staff

• Knowledge of BSL/Makaton

The team leader will be responsible for a budget for the subject areas, identifying CPD needs and auditing resources.

**Professional responsibilities**

The post holder will be expected to match the characteristics described in the Teachers’ Standards framework for a subject leader and will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:-

Making an impact on the educational progress of pupils within the subject area beyond those directly assigned

• Ensuring that appropriate targets exist for individual pupils and for each of the Academy’s year groups in literacy and communication

• Monitoring and reviewing pupil progress against targets and ensuring appropriate follow-up action

• Ensuring that pupils experience an educational programme that is personalised to their particular needs as identified through a robust assessment system

• Contributing to the Academy’s on-going self-evaluation process

• Developing and monitoring specific curriculum initiatives

• Making a contribution to the production, implementation and review of the academy Development Plan and contributing, where appropriate, to school improvement priorities across the curriculum

Leading, developing and enhancing the teaching practice of others within the subject area

• Providing an effective role model in terms of own classroom practice and keeping abreast of national developments within teaching

• Monitoring the quality of teaching and learning through lesson observations and other strategies and sharing judgements with colleagues as appropriate

• Identifying key professional developmental needs

• Ensuring that such needs are addressed through the provision of high quality coaching and mentoring

• Promote an ethos of teamwork and a culture of sharing

• Motivating colleagues and ensuring effective professional and working relationships

* Liaising with multi-disciplinary professionals to obtain the best outcomes for students

Managing and developing the work of colleagues within the subject area

The post holder will be professionally accountable for the work of all staff in terms of a consistent approach to literacy throughout the Academy and those who specifically teach literacy.

The post holder will be the performance management team leader for individual staff as named in the Academy’s performance management schedule

The post holder will be responsible for the induction of new staff within the subject area

**Other specific professional responsibilities**

The post holder will be accountable for:-

• Ensuring that the aims and objectives of the subject are the subject of regular review and consultation

• Management of all funds allocated to the subject area

• Liaison and collaboration with peers in other schools to share, disseminate and develop good practice

• Ensuring appropriate feedback and marking across the subject area

• Carrying out any other reasonable duties as assigned by the Principal

• Organising an enrichment programme and events to showcase the work done in the subject