

Kings Langley School: Job Description (Teaching Staff)

Title of Post	Learning Area Communications (LA) Leader
Grade (including allowances)	1d
Reporting to: -	SLT line manager
Date	April 2017

The duties outlined in this job description reflect and develop those covered by the latest School Teachers' Pay and Conditions Document which is available from the Headteacher or alternatively can be found online on the "teachernet" website. This job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes which are commensurate with the salary and job title.

Expected "standards" to be reached and maintained are clearly defined within the PM documentation and should be referred to regularly for further clarification and specific detail.

Teachers are paid on different scales and it is reasonable to expect that their contribution to the school's work and objectives reflects on their position on individual pay ranges. For example, performance management descriptors indicate much higher expectations of a teacher on UPS3 (upper pay spine 3) compared with a newly qualified entrant on MPS1 (main pay spine 1).

Generic Responsibilities

Teaching and Learning
<ul style="list-style-type: none">▪ Carry out teaching duties in accordance with the school's schemes of work and the defined National Curriculum. To plan and deliver lessons and other learning activities in accordance with the school's Teaching and Learning Policy.▪ Liaise with other colleagues to deliver units of work in a collaborative way and contribute to the production and preparation of schemes of work (this contribution reflecting the post holder's level of responsibility).▪ Work closely with teaching and other support assistants in delivering "personalised learning" whenever reasonably possible.▪ Set targets for student attainment levels (using prior data provided)▪ Set work for students absent from lessons in line with the school's behaviour and teaching policies.▪ Within the PAM framework, work towards or maintain the teaching standards applicable (see documentation in PAM material)

Assessment and Recording

- Maintain a "teacher planner" as prescribed in the school's policy, including the recording of attainment and effort marks, homework set, student attendance and lesson plans
- Mark and return work (using the school's marking and assessment policy) on a regular basis and at least once every 2 teaching weeks. Marking should include feedback for improvement and progress for each student.
- Provide assessment reports when periodically required within the school's assessment cycle and additional "round robin" reports when specifically requested.
- To ensure that suitably differentiated material and learning pathways are provided to challenge all students, regardless of their ability.
- Liaise with parents on students' progress using the school diary system, letters, telephone calls and consultation evenings where reasonable and appropriate.
- Work within the code of practice relating to special educational needs.

Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the school as defined in the staff handbook and school prospectus
- Set a good example in terms of professional dress and appearance, punctuality and attendance and adhere fully to the school's published code of conduct
- Uphold the school's behaviour policy, uniform regulations and code of conduct in a consistent, firm and non confrontational manner
- Maintain a purposeful and calm atmosphere in the classroom and other learning areas and *consistently* apply the school's prescribed sanctions and rewards procedures
- To carry out suitable evaluation and analysis of examination results and performance at the beginning of the academic year (see PAM documentation) and provide a suitable summative report indicating achievements and corrective actions which might subsequently follow
- As a consequence of the PAM cycle, take responsibility for personal development and progression making full use of the school's professional development opportunities and training (refer to "Investors in People" documentation for more detailed information)
- Attend team and staff meetings as appropriate, contributing actively whenever possible
- To carry out such other duties as required, and as are commensurate with the appropriate pay scale.

Duties Specific to the Post holder

Strategic Leadership (please refer to the relevant section in the PM documentation covering expected *standards* in school leadership)

- To lead the formulation of the Learning Area's (LA) improvement plan taking into account whole school objectives and activities as defined in the current SiP. Taking responsibility for making judgements about standards of students' achievements on the basis of student performance data and other evidence, and evaluating teaching and learning will help set priorities for improvement.
- To lead the development of teaching and learning activities within the LA, providing support, encouragement and suitable levels of expertise for other colleagues to model. Leadership in this area will also mean providing inspiration for further improvements in all areas of teaching and learning.
- To remain abreast of all relevant curriculum developments and innovations and to lead regular and relevant reviews of the LA's schemes of work, examination courses/specifications and extra curricular learning opportunities including revision, controlled assessment and other sessions. To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the LA.
- To liaise with relevant Pastoral Leaders to ensure the well being and sound progress of students working in the LA.
- Through excellent practice, well-developed teaching skills and curriculum knowledge provide coaching and mentoring opportunities for colleagues working within the LA.
- To provide determined and inspirational leadership in raising standards in all areas of the associated curriculum area

Strategic Management (please refer to the relevant section in the PM documentation covering expected *standards* in school leadership and management)

- To take responsibility for and be accountable for the performance of all staff within the learning area (LA) reviewing the work of subject leaders in particular and setting appropriate negotiated objectives for improvement.
- To work closely with the SLT line manager to ensure adequate support and targeted professional development is provided for all colleagues in the LA.
- To carry out suitable monitoring and evaluation activities of the performance of colleagues within the LA, including lesson observation, planner checks and student work scrutiny. Records kept should reflect on the levels of attainment and achievement of students working in the LA. It should be noted that some of this work will be delegated by agreement with individual subject leaders or other assistants
- To lead the annual analysis of the LA's examination performance and provide relevant feedback with details of corrective action to be taken to the Headteacher (see PAM documentation)
- To provide appropriate reports and presentations to the governors' curriculum committee (no more than annually) and to liaise with the link governor for the learning area.
- To meet at least once every 2 weeks with the SLT line manager in order to discuss all pertinent matters and developments in the LA
- To ensure that proper records are kept (and submitted) which monitor student attainment against targets set from prior attainment (for example, test results, internal examination results and data for academic review)
- To lead on the analysis of student data, highlighting areas of strength and weakness and then establishing appropriate responses to all findings
- To ensure that adequate systems and mechanisms are in place to ensure the good behaviour of students working in the LA. This might include organising LA detentions, homework and controlled assessment catch up sessions.
- To take direct responsibility for the Performance Appraisal Management Review (including objective setting and action planning) for associated colleagues
- To effectively manage and deploy teaching staff and manage the physical and financial resources designated to the "curriculum portfolio"
- To ensure that all examination entries are made in good time, with students being entered at the correct level for their potential and ability, applying the school's policy on all occasions (some of this work will be delegated to deputy leaders).
- Accept overall responsibility for Health and Safety within the communications area, ensuring that all staff working in the Communications area are familiar with the whole school Health and Safety Policy and other published national guidelines.
- Ensure that appropriate regular safety checks are carried out on equipment and utilities in the faculty.