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| **School%20Logo4** | **ST. GEORGE’S C of E FOUNDATION SCHOOL**  **JOB DESCRIPTION** |

JOB TITLE: 2ic – Impact

GRADE: TLR 2b

Professional You are required to carry out the professional duties of a teacher other than a

Teaching Duties: Headteacher as described in the “School Teacher’s Pay and Conditions”.

ACCOUNTABLE TO: Director

JOB PURPOSE: To support and manage the data within the subjects under the Directorship.

DISCLOSURE LEVEL: Enhanced, you are required to be fully committed to the safeguarding of the

students at the school.

DIRECTLY RESPONSIBLE

TO THE POSTHOLDER: N/A

TEAM LEADER TO: N/A

(Appraisal)

**KEY ACCOUNTABILITIES:**

*All staff at St George’s C of E Foundation School are expected to actively support and promote the vision and values of the school.*

Generic

* To keep abreast of government changes and new initiatives that affects the teaching and learning of the subjects under the Directorship.
* To support and monitor Teaching and Learning within the department.
* To run appropriate training sessions.
* To lead subject meetings in the absence of the Director.
* To take minutes of subject meetings.
* Support new staff, ECTs, PGCE’s and Teach First.
* To monitor marking and ensure consistency throughout the department.

Specific

* To track and analyse pupil progress and write data reports.
* To attend Year Team meetings in the absence of the Director.
* To train and support staff with individual class analysis.
* To coordinate all intervention and revision and to review its impact.
* To test and set new pupils in liaison with the Director.
* To update the progress and achievement display boards.
* To co-ordinate and analyse moderation.
* Monitor marking of assessments and data input in Sims
* To support the Director in mapping and preparing termly assessment for all qualifications and coordinate all mock assessments under the Directorship.
* To support the Director and Exams Officer by providing details of pupils for entry to examinations.
* To meet with new staff to ensure they understand how to mark assessments, record data on Sims and complete data for Academic Overview and Yearly profiles.
* To monitor A-logs and B-logs under directorship and support staff with behaviour in liaison with Director.
* To lead in other areas as directed by the Director of Learning within the remit of outcomes and teaching and learning.

This Job Description is to be reviewed on an annually by the Post Holder and his/her Appraisal Team Leader.

January 2020

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| **School%20Logo4** | **ST. GEORGE’S C of E FOUNDATION SCHOOL**  **PERSON SPECIFICATION** |

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| **Qualifications** | QTS |
| **Experience** | Experience of working on pupil data and the analysis of this  Experience of presenting at subject meetings  Experience of monitoring across a subject would be advantageous  Experience of mentoring staff would also be advantageous. |
| **Skills and Abilities: competencies** | Ability to use data to raise the quality of teaching.  Ability to lead teams  Ability to work as an individual or within a team environment  Strong ICT skills |
| **Knowledge** | Knowledge of the School’s Curriculum and Assessment procedures  Knowledge of National data and how it is reported |

*The School and all its personnel are committed to safeguarding and promoting the welfare of children and young people.*