



Job description: English Teacher (strategic lead in literacy)

Responsible to Director of Education

Generic responsibilities:

- Carrying out the professional duties of a tutor as circumstances may require and in accordance with school policies, under the direction of the Head of Centre.
- Promoting the achievement of high standards through effecting mentoring, teaching and learning within subject areas, preparation and evaluation
- Modelling the vision and values of the school.
- Being part of the team of the GFC School.
- Receiving and acting on feedback to build on the strengths and improve personal performance within the school systems.
- Recognising, promoting and celebrating diversity.
- Be accountable for one of our key subject areas: Literacy.
- Monitor and evaluate the school's work in this area and to support, hold accountable, develop and lead staff, focusing on that area.
- Contribute to strategic school development planning and evaluation
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Strategic Direction and Development of Literacy (with the support of, and under the direction of, the Director of Education)

- develop and implement policies and practices which reflect the school's commitment to high achievement and progress through effective teaching and learning
- develop and implement the reading, writing, spelling, grammar and handwriting policies.

- develop plans for the area / aspect of work which identify clear targets, time-scales and success criteria for its development and/or maintenance in line with the school development/progress plan;
- monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes, use data analysis effectively and eradicate underachievement.
- To write an Literacy action plan as part of the School Development Plan and evaluate the success of the plan on an annual basis
- To collaborate with and support teachers in ensuring progression and continuity across year groups
- To advise and inform staff about assessment, recording and reporting procedures within the school and new information/resources/guidance
- To assist the Headteacher in the monitoring and evaluation of the quality of teaching and learning in Literacy throughout the school through teaching and learning observations, team teaching and work scrutiny, where appropriate
- To lead staff development sessions for teaching and support staff as agreed with the Headteacher
- To advise and inform NQTs and other new staff about the subject policy and practice in the school
- To attend courses and meetings as appropriate and to evaluate and report back to staff on the essential issues covered
- To keep up to date with current trends and research
- To audit, order, organise and allocate resources throughout the school, both in classrooms and in resources areas
- To take an active role in organising special curriculum events as agreed with the Headteacher
- enable all teachers to achieve expertise in planning for and teaching in the area through example, support and by leading or providing high quality professional development opportunities
- provide clear feedback, good support and sound advice to others
- provide examples, coaching and training to help others become more effective in their teaching of literacy

Classroom Teacher

- Deliver an appropriate, broad, balanced, relevant, differentiated and challenging curriculum to all pupils appropriate to their needs.

- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting tasks which challenge pupils and ensure high levels of interest
- Setting appropriate and demanding expectations
- Setting clear targets, building upon prior attainment
- Providing clear structures for lessons maintaining pace, motivation and challenge
- Making effective use of assessment and ensure coverage of programmes of study
- Ensuring effective teaching and best use of available time
- Maintaining discipline in accordance with the school's procedures and encouraging good practice
- Evaluating own teaching critically to improve effectiveness
- Ensuring the effective and efficient deployment of classroom support
- Taking account of pupils' needs by providing structured personalised learning
- Providing opportunities which develop all areas of learning
- Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively
- Monitoring, Assessment, Recording, Reporting
- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupils' work and set targets for progress
- Assess and record pupils' progress systematically and keep records to check work is understood and completed
- Monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- Undertake assessments of pupils
- Prepare and present informative reports to parents.

The GFC School is committed to safeguarding children and promoting the welfare of children and young people and expects all trustees, staff and volunteers to share this commitment. All successful candidates will be subject to an Enhanced Criminal Record Disclosure from the Disclosure and Barring Service along with other relevant employment checks, including overseas criminal background checks, where applicable. All new trustees, employees and volunteers will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

