



**Job Title: Teacher of English with TLR – Leader of Learning
KS3 & Vulnerable Learners
Start date September 2024
Permanent**

Responsible to: Curriculum Leader of English

Pay Band: TLR 2C

The Leader of Learning's role is a vital one in Horsforth School. Learning Leaders provide and support the professional leadership and management for a curriculum area in order to secure high quality learning and achievement for all students.

Notes

- The above responsibilities are subject to the general duties and responsibilities contained in the current Statement and Conditions of Employment for Teachers.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not a comprehensive definition of the post. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the post-holder.

School Context: Leader of learning – English must be aware of and work within:

- The school's aims, priorities and targets.
- The current professional standards for teachers.
- The main strategies for improving learning and achievement for all students.
- The school's current QA, monitoring and accountability systems.
- The implications of the code of practice for students with SEND
- National statutory curriculum, assessment and reporting requirements.

Core areas of responsibility:

- To work alongside the Curriculum Leader to develop and embed department intent with a particular focus on KS3 and vulnerable learners (Pupil Premium & SEND).

- To work alongside the Curriculum Leader to monitor curriculum implementation with a particular focus on KS3 and vulnerable learners (Pupil Premium & SEND).
- Being instrumental in the formulation and implementation of action plans to improve provision and student outcomes in particular for vulnerable learners at KS3 and beyond.
- Review and develop assessment at KS3 to ensure students know more and remember more. Ensure assessments are robust and effective in particular for vulnerable learners and students with SEND.
- To assist the Curriculum Leader in managing staff within the department, including helping to direct and support other TLR holders develop their roles. Line management of staff will be part of the role.
- To help lead departmental QA, using it to ensure best practice is embedded within, and consistent across, the department, in order to maintain standards.
- Work alongside Curriculum Leader in preparation for Deep Dives and assisting to embed key priorities following Deep Dives.
- To attend and respond to meetings and training opportunities which contribute to the continued improvement of the department and its provision, both within the Horsforth School learning community and beyond.
- To respond in a forward-thinking, proactive and flexible way to the educational landscape, helping to lead the department through periods of change.
- To assist the Curriculum Leader in ensuring that assessment and progress data is viable.
- To assist with Progress Review processes and the developing of KS3 reports for Leadership Link following progress review.
- To help create, update and monitor the use of key department documents such as the Department Improvement Plan, Learning Journeys and learning foci documents.
- To work with the Curriculum Leader of English and other TLR holders to help coordinate and lead intervention strategies for identified students.
- To assist with the leading of department meetings.
- To deliver and develop extra-curricular opportunities for KS3 and vulnerable students in particular which enhance their enjoyment and understanding of the subject outside the classroom. To direct the department (where appropriate) with the delivery of these opportunities.

Performance Measure

Student progress improves year on year and the attainment gap in English between Pupil Premium / Gap and non-Pupil Premium / Gap students narrows year on year.

Improving the quality of teaching and learning

For English, the post-holder will, with the Curriculum Leader:

- Be responsible for the overall quality of teaching and learning.
- Create a positive learning climate.

- Ensure colleagues use and share best pedagogical practice and actively engage with whole-school developments, thereby developing their own practice.
- Ensure colleagues assess student performance, accurately judge progress against targets and use this data to inform their work with students.
- Promote students' self-confidence and learner independence.
- Promote literacy, numeracy, and the Horsforth Character Pillars.

Improving student behaviour, enjoyment, participation and safety

For English, the post-holder will, with the Curriculum Leader:

- Help colleagues build constructive, respectful relationships with all students.
- Support and promote the school's inclusion principles and processes.
- Use of student voice to inform curriculum developments and classroom practice.
- Ensure departmental accommodation is welcoming and stimulates learning.
- Support the Curriculum Leader and TLR holders with responsibility for student discipline.
- Support colleagues to use school and departmental reward and sanction systems, consistently and professionally.
- Support our partnership with parents / carers, involving them in their child's learning.
- Communicate effectively and promptly with parents / carers.
- Ensure that there is a safe learning environment in which risks are properly assessed.

Effective leadership and management

For English, the post-holder will, with the Curriculum Leader:

- Act as a positive professional role model.
- Demonstrate a commitment to high achievement for all.
- Lead the team, developing performance and collegiality.
- Promote a culture where colleagues are supported yet accountable for their performance.
- Motivate your colleagues and promote enthusiasm.
- Celebrate the success of students and colleagues in your area.
- Create regular opportunities for discussion and debate within your team.
- Devolve responsibilities appropriately, recognising the strengths of your colleagues.
- Frequently conduct lesson observations and other QA processes to review the effects of your provision on student learning, progress and enjoyment.
- Frequently discuss student progress, staff performance, QA evidence, current issues and future planning with the Curriculum Leader.
- Alongside the Curriculum Leader, update the department Improvement Plans.
- Prepare for Deep Dives, Ofsted Inspections, Link Meetings and other accountability processes using current school systems, guided by your Leadership Link.
- Lead formal performance management processes for your team.
- Keep abreast of new curriculum provision, pedagogy and assessment requirements.
- Ensure examination, assessment, data recording and other administrative procedures are completed accurately and promptly.

- Manage your area's budget and comply effectively with school financial requirements.
- Ensure resource management and staffing procedures are followed accurately and promptly.