

Job Description – Lead Teacher

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| Post Title: | Lead Teacher (Drama) |
| Salary Range: | MPS/UPR + TLR2A |
| Base: | Mullion School |
| Responsible to: | Headteacher/Assistant Headteacher |
| Direct Supervisory Responsibility for: | Teaching staff and support personnel within the Faculty |
| Important Functional Relationships: Internal/External | Students, Headteacher, Deputy and Assistant Heads, other Heads of Faculty, Teaching/Support Staff, Staff with cross-school responsibilities, Trust staff, LA Representatives, External Agencies, Parents and Carers. |
| Relevant Standards which apply: | Current National Teachers' Standards |

| Main Purpose of the Post: |
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| <ul style="list-style-type: none"> • To ensure the quality of curriculum provision within the relevant subject • To raise standards of student engagement, participation, attainment and achievement in the subject. TO monitor these as Key Performance Indicators and pro-actively intervene to raise standards and outcomes as appropriate. • To be accountable for standards, progression and achievement within the subject; • To ensure equality of opportunity for students of all attainment levels, and particularly for vulnerable students including those with SEND, CiC and those eligible for pupil premium • To develop and enhance the teaching practice of others through collaboration; • To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying the subject, in accordance with the aims and ethos of the School and the curricular policies; • To be accountable for leading, managing and developing all aspects of the subject including ensuring the subject has a high status and 'visibility' within the school and community through a broad extra-curricular programme • To effectively manage and deploy support staff, financial and physical resources a relevant to the subject and curriculum. • To develop and promote broad subject opportunities (including future study post 16 and relevant career options) for all students in the school. |

| Main Duties and Responsibilities: |
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| <ul style="list-style-type: none"> • To lead the development of appropriate specifications, resources, schemes of work, marking policies, assessment and teaching strategies for the subject; • To lead the day-to-day management, quality and operation of the subject, including effective deployment of staff and physical resources; • To actively monitor and intervene to support and improve student progress and attainment; • To implement all relevant Trust/School policies; • To work with colleagues to formulate aims, objectives and strategic plans for the subject; to collaborate proactively with other schools both within and beyond the Trust • To liaise with the Headteacher to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme that complements the School Development Plan; • To draft and implement appropriate procedures, aligned with school policy and ethos, to ensure quality improvement practice; • To be accountable for the development, delivery and quality of the subject/ • To be accountable for the progress and attainment of students within the subject; |

- To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

Staffing:

- To be responsible for the efficient and effective deployment of other relevant staff e.g. support staff;
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School policy and procedures;
- To promote teamwork and to motivate staff to ensure effective working relationships;
- To engage the School's ITT programme;
- To be responsible for the day-to-day management of staff within the Faculty and act as a positive role model for other staff within the school.

Teaching: in line with Teacher's Standards

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the students in School and elsewhere;
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required;
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students;
- To ensure that ICT, Literacy and Numeracy are reflected in the teaching and learning experience of students;
- To undertake a designated programme of teaching;
- To ensure a high quality learning experience for students that meets internal and external quality standards;
- To prepare and update subject materials;
- To use a variety of delivery methods which will stimulate learning appropriate to students needs and the demands of the scheme of work;
- To maintain discipline in accordance with the School's behaviour policy and procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework;
- To undertake assessment of students as requested by external examination bodies, and School procedures;
- To mark, grade and give written / verbal and diagnostic feedback aimed at improving student progress.

Professional Development:

- To pro-actively work with the designated Appraiser to identify and meet professional development needs;
- To engage fully with the Teacher Appraisal processes as an Appraisee and Appraiser;
- To conform to the progress related pay requirements of the Trust's Pay Policy;
- To maintain up to date records of CPD undertaken and to proactively seek opportunities to develop professional skills and practice;
- To engage with and contribute to professional development activity within the school;
- To work collaboratively as a member of a designated team/s and to contribute positively to effective working relationships within the School and Trust.

Quality Improvement:

- To continually self-evaluate the performance of the subject and identify areas for development, devising improvement plans as appropriate
- To take part in any and all self-evaluation procedures for subjects as directed by the SLT;
- To represent the subject to the wider school community, including to Governors as required. To be a positive role model for the subject and school and work to raise and sustain the importance of the subject within the school's curriculum
- To produce and implement an Improvement Plan for the subject in response to self-evaluation data and in support of the School's Improvement Plan actions and objectives;

- To regularly update the subject Improvement Plan in response to emerging self-evaluation including that evidenced by student voice, student progress and attainment.

Other Duties:

- To be an effective Tutor to an assigned group of students;
- To promote the School's culture and ethos and provide a positive role model for students;
- To be aware of and work in accordance with the School's Child Protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty;
- To promote the general progress and well-being of individual students and of the Tutor Group as a whole;
- To register the students in their Tutor Group, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of School life;
- To evaluate and monitor the progress of students and keep up-to-date tutee records as may be required;
- To contribute to the preparation of Action Plans and Progress Files and other reports on students, as required;
- To alert the appropriate staff to any problems or achievements experienced by students and to make recommendations as to how these may be resolved/ recognised and celebrated;
- To communicate as appropriate with parents/carers and with persons or bodies outside the School concerned with the welfare of individual students, after consultation with the appropriate staff;
- To act as a Mentor for tutees;
- To carry out scheduled supervisory duties (e.g. before and after School and break times)
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust/School's Equal Opportunities Policy and Code of Conduct and national legislation (including Health and Safety and Data Protection);
- To make a significant contribution to cross curricular programmes according to School policy;
- To undertake any other duty as specified by School Teachers' Pay and Conditions Document (STPCD) or as reasonably directed by the Headteacher, not mentioned in the above.

General/Other

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

Although the role is primarily with the appointing school, staff may be deployed, within reason and subject to discussion, in any setting across the Trust.

The School will endeavour to make any necessary, reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, commensurate with the grade and job title.

Job Description prepared by: Mullion School

Date Prepared: April 2023

Person Specification

Job Title: Lead Teacher

Person specification prepared by: Mullion School

Date: April 2023

| Attributes | Essential | Desirable | Recruiting Method |
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| Relevant Experience | <ol style="list-style-type: none"> 1. Experience of teaching appropriate Key Stages; 2. Evidence of making a positive contribution to a department or whole school initiative; | <p>Experience of a leadership role</p> <p>Experience of innovative curriculum design</p> | <p>Application Form</p> <p>References</p> <p>Interview</p> |
| Education and Training | <ol style="list-style-type: none"> 3. Qualified teacher status or recognised qualification; 4. A degree level qualification in relevant subject; 5. Evidence of continuing professional development; | <p>Evidence of further professional study</p> | <p>Application Form</p> |
| Knowledge and Skills | <ol style="list-style-type: none"> 6. Plan and organise teaching consistently to achieve clear targets; 7. Translate teaching and learning into effective progress and attainment; 8. Differentiate teaching to enable all to succeed; 9. Motivate students to achieve their best; 10. Value the education of every student; 11. Promote the well-being of all students; 12. Utilise ICT in delivery of programmes; 13. Communicate effectively (verbal, written, using ICT as appropriate); 14. See task and plans through to completion; | <p>Evidence of leading the successful implementation of teaching and learning strategies</p> | <p>Application Form</p> <p>References</p> <p>Selection Tasks</p> <p>Interview</p> |

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| | 15. Be an effective team player that works collaboratively and effectively with others; | | |
| Any Additional Factors | 16. Adopt a reflective approach towards professional decision making; 17. A desire to facilitate achievement; 18. A sense of responsibility for both the students and your own performance; 19. An approachable disposition; 20. Energy and enthusiasm; 21. A desire to continue your own learning and development as a teacher; 22. Demonstrate a commitment to: <ul style="list-style-type: none"> ➤ Co-operative values; ➤ promoting the School and the MAT's vision and ethos; ➤ high quality, stimulating learning environment; ➤ relating positively to and showing respect for all members of the school and wider community; ➤ ongoing relevant professional self-development; ➤ Safeguarding and child protection. | | Interview Selection Tasks References |