



JOB DESCRIPTION FOR TEACHING AND LEARNING RESPONSIBILITY TLR 2 (£5,658)

ENGLISH AND LITERACY

Name:	Starting Date: ASAP
Salary Grade: MPS/UPS + SEN Allowance + TLR 2	Status of Post: Middle Leader
Responsible to: A senior leader	Review Date: Annually
Hours: Full Time	

Main Purpose of Job

- To join the leadership team in providing high quality leadership of English and Literacy for Oak Wood Secondary School
- To provide an interactive and challenging education for every child and young person in English/Literacy
- To retain a strategic oversight of student progress, interventions and the impact of these within English, Literacy, Reading and Phonics across school.

This is a vital middle leadership role which focuses on securing excellent teaching and learning for all children and young people. You will provide targeted support to develop the practice of classroom staff and to raise standards and rates of progress. You will provide training opportunities which raise confidence and competence and secure the success and improvement of teaching and learning within English/Literacy whilst demonstrating that you are an excellent classroom practitioner and an effective role model.

- To lead the curriculum intent, implementation and impact for English/Literacy.
- To raise the standards of teaching, learning, achievement and attainment for all pupils in English/Literacy.
- To lead a whole school approach to phonics and reading.
- To oversee the assessment and transition of pupils' learning as they progress through the school.
- To contribute, as appropriate, to the school's self-evaluation processes and to reports for the Governors and the Board of Trustees.
- To appraise identified members of staff.
- To promote the school's policies and to ensure that these are supporting the ethos and pedagogy of English/Literacy.
- 0.6 (3 days) teaching commitment as deemed by the Headteacher.



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Secondary

This job description covers the overall areas of responsibility within English/Literacy. However, further specific tasks and responsibilities may be determined through consultation and discussions with the school's senior leadership team.

This job description may be amended at any time, following consultation between the Headteacher and the member of staff; it will be reviewed annually.

Duties and Responsibilities

In addition to carrying out the duties of a class teacher as outlined in the current School Teachers' Pay and Conditions Document the post holder receives a TLR 2 as a middle leader for English/Literacy.

- To support the senior leadership team and to represent English/Literacy as appropriate when required to report to the Board of Trustees or to the Secondary Governing Body.
- To have responsibility, with the SLT team, to monitor and to evaluate the use of data across the school, including the use of our digital platform and the inputting and accuracy of the data inputted.
- To have responsibility for monitoring and evaluating the use of IXL (Maths) and any other Maths data collection across the school.

Strategic Direction and Development of the School

- To support the Headteacher in promoting the vision and the strategic direction of the school.
- To lead on areas of the School Development Plan pertaining to teaching, learning, curriculum and the pupils' progress in English/Literacy.
- To review the impact on priority areas of improvement in English/Literacy and to take actions when necessary.
- To take a positive and active role in the School's Middle Leadership Team (MLT) and to work collaboratively across the academy when appropriate.

Teaching and Learning

- To fully support the Headteacher to bring about outstanding teaching and learning within English/Literacy.
 - To plan and to teach lessons alongside other members of staff, modelling best practice and self-reflection to instil confidence in others and to improve pedagogical skills.
 - To actively contribute to the teaching and learning objectives of the school and the development of the curriculum to meet the individual needs of pupils in English/Literacy.
 - To positively promote inclusion and, through supporting members of staff, to ensure that the curriculum and learning opportunities are adapted to meet the needs of every pupil in English/Literacy.
 - To assist the Headteacher in supporting and monitoring members of staff to raise standards across English/Literacy.
 - To support high standards of pupil engagement.
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- To undertake a teaching commitment and, by example, be an outstanding professional model as a classroom practitioner.
 - To ensure that a high standard of education is maintained at all times for all pupils and that learning programmes are developed and kept under review.



Oak Wood Secondary

- To be familiar with current theory and practice relating to pupils with SEND and to support staff development.
- To work in conjunction with the Headteacher to ensure that the learning needs of all pupils are met.
- To support Pupil Premium and Children Looked After interventions.

Leading and Managing Members of Staff

- In conjunction with the Headteacher hold members of staff to account for high quality teaching and learning within English/Literacy.
- To assist in the School's Performance Management of classroom staff.
- To contribute to CPD to ensure that members of staff receive training that is appropriate to the current School Development Plan.
- To support the Headteacher in ensuring that all documentation is completed and handed in by the agreed dates.
- To lead staff INSET and CPD when appropriate.
- To oversee appropriate procurement and distribution of resources within English/Literacy.

Accountability

- To maintain a record of the progress of pupils and set targets accordingly to ensure the best possible outcomes.
- To produce evidence of the pupils' achievements through reporting to parents/carers.
- To contribute to leadership reports to Governors and Trustees.
- To complete Quality Assurance monitoring activities and documentation relating to English/Literacy.

Professional Development

- To undertake a nationally recognised professional middle or senior leadership qualification (if not held already).

Other

- To undertake other reasonable duties as may be requested by the Headteacher.

While the majority of the responsibilities will relate specifically to the Secondary School, there will be occasions for team activities related to whole school priorities across the Central England Academy Trust.

Signature: _____

Middle Leader (TLR 2): _____

Head Teacher: _____



Person Specification

Post Title: Middle Leader English and Literacy

	Essential	Desirable
Qualifications		
Educated to degree level	✓	
Qualified Teacher Status (QTS) or Qualified Teacher Learning Skills Status (QTLS)	✓	
Experience		
Proven experience and success in the classroom Your experience may be in mainstream or special, primary or secondary.	✓	
Experience of leading a team and bringing about change		✓
Professional Knowledge Skills and Understanding		
Commitment to safeguarding and promoting the welfare of all children and young people	✓	
Knowledge and commitment to restorative, trauma informed approaches to supporting pupils		✓
Proven in depth subject knowledge and skills in adapting the National Curriculum to meet the needs of pupils in a special school	✓	
Understanding of different SEND pedagogies, for example: ASC, MLD and sensory needs		✓
Knowledge of teaching communication, literacy and numeracy skills	✓	
An understanding of personalised curriculums to meet the complex needs of individual pupils	✓	
Understanding of and commitment to the school's policies, in particular: <ul style="list-style-type: none"> • Participation and implementation of the School's Behaviour Policy, Safeguarding, Code of Conduct and Whistleblowing Policies • Awareness of Health and Safety implementation in the workplace • Implementation of the Academy's Equal Opportunities Policy 	✓	



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Knowledge of effective strategies and interventions to include, and meet the needs of all pupils, in particular underachieving groups	✓	
Skill in writing and delivering effective Individual Learning Plans for pupils with SEND		✓
Knowledge of the different modes of communication used in the classroom such as Makaton and PECS		✓
An understanding of synthetic phonics and other specific approaches to teach reading	✓	
The ability to engage external agencies in order to build community links and vocational opportunities linked to employability		✓
Professional Skills and Abilities		
ICT knowledge and skills relating to class teaching; ability to demonstrate the effective use of ICT to enhance learning and teaching	✓	
Able to plan lessons for all of the pupils in a class, setting clear learning intentions and adapted tasks	✓	
Evidence of good record keeping of progress in line with the school's policy	✓	
Use assessment to inform future planning	✓	
Plan and work collaboratively with colleagues, including deploying teaching assistants effectively	✓	
Personal Qualities		
A positive, friendly and calm individual who treats all pupils and members of staff with respect and warmth	✓	
Has an open, honest and fair approach to work and to life	✓	
Has a passion for teaching and a commitment to making a difference	✓	
Experience of engaging parents/carers in order to encourage their close involvement in the education of their children	✓	
Passionate about delivering high quality teaching and learning for pupils, to meet all SEND	✓	
Has a flexible approach and is able to demonstrate leadership and team building skills	✓	
Has excellent communication skills, both orally and in writing	✓	



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Able to manage own workload effectively	✓	
Has the ability to enthuse and to motivate others and to develop effective partnerships	✓	
Keen to share expertise, skills and knowledge with other practitioners	✓	
Committed to equal opportunities in all aspects of the role and in the workplace, in line with policy	✓	
Maintains a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	