

JOB DESCRIPTION

POST: Director of L4L

GRADE: TMS/UPS – TLR 1.2

REPORTS TO: Senior Leadership Team

Post Summary

To work as part of the Key Stage 3 Team leading, developing and delivering the Key Stage 3 competency-based curriculum model.

- This role is equivalent to that of a Head of Department or Head of Year.
- Working with the other Director of Literacy for Life and the Senior staff you will help to develop and implement the standards, curriculum and pastoral developments across the Key Stage.
- You will work with colleagues across the Academy to support strategic development, share good practice and plan collaborative activities.
- Line manage staff within the department and conduct observation, work scrutiny and appraisal in line with Trust policies.

Duties and Responsibilities

Teaching and Learning

- Working as part of the Key Stage 3 Team plan and deliver a curriculum which allows Key Stage 3 students to make rapid progress in achievement, attendance and behaviour.
- Encourage the development of key skills needed for effective participation in Academy life, social skills, self-esteem, confidence and learning skills.
- Teach students a range of subjects through cross curricular themes.
- Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well focused teaching and through positive and productive relationships.
- Carry out teaching duties in accordance with the Academy's schemes of work.
- Set targets for student attainment levels.
- Planning and resourcing for subjects within the themes.
- Identifying and providing for Gifted and Talented subject students.

Assessing and Reporting

- Develop and implement regular subject formative and summative assessment including end of year examinations.
- Monitoring and tracking of student performance in subjects.
- Mark and return work within agreed time span, providing feedback and targets.
- Provide assessment reports to monitor student progress.
- Liaise with parents and attend consultation days and evenings.

Standards and Quality Assurance

- Implement the Academy Quality Assurance Policy to ensure that standards are maintained appropriately.
- Support the aims and ethos of the Academy to maximise the achievement of all.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in open evenings and student performances.
- Uphold the Academy's behaviour code and uniform regulations.
- Participate in staff training.
- Attend team and staff meetings.

Pastoral

- To act as a tutor for students.
- Management and monitoring attendance of students.
- Contact with parents.
- To support as effectively as possible the academic and pastoral needs of each student in Literacy for Life.
- To be aware of Child Protection issues and to report concerns where they arise.
- To treat all students equally regardless of religion, ethnicity or gender but to be mindful of the different needs, values and beliefs of different groups.
- To use baseline data to track the overall attainment and achievement of students and develop strategies to intervene where necessary.

The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.