

To be directly responsible to the Head Teacher for:

1. Shaping the Future

Establishing values and vision

As a member of SMT, to play a key role in elaborating the annual School Development Plan, whose primary function is to promote the vision of the school as a multi-faith, secure learning environment for all students and staff.

To play a part, in collaboration with SMT, Governors and Staff in putting the school vision in writing through the SEF.

To take key responsibility for curriculum planning 11-19, to seek to promote the vision. In this respect to attend TH strategy meetings.

Strategic planning to implement the vision

To be involved with other members of SMT in writing the school improvement plan. To share responsibility for co-ordinating the timetable ie the implementation of the curriculum plan and the option procedure.

To oversee and support the writing of Target 2 and 3 (K3 and KS4) of the School Development Plan

To oversee bids for Specialist School re-designation in Languages and the awarding of B&E second specialism.

Promoting inclusion

To line manage Business, ADT, MFL, and ICT Departments

To chair of one of the standing Working Parties eg Finance and Marketing

To contribute to review of the school behaviour policy

To oversee enrichment programmes for G&T students in MFL and Business

To liaise with EBP and ONDC

To promote Community Languages through examination success and exam entry

2. Leading Learning and Teaching

Curriculum planning and organisation

To be the line manager for at least two key learning areas and the Student Progress Coordinator. There will also be a need to have oversight of Study Skills across the Key Stages and BTEC quality;

To be line manager for Citizenship and PSHE which, would also include oversight of the Citizenship curriculum and its assessment and oversight;

Oversight of Dof E, the Year 9 Olympics project and the use of the School Planner are additional areas of oversight;

To support the SLT in the review, and periodical update, of the school's policies. This sometimes involves student surveys.

Assessment and target-setting

To be directly involved, as a member of SMT, in overseeing the Monitoring and Evaluation process in school.

To ensure, through the performance management system and the line management meetings, that challenging, achievable targets are set and that support is provided, where necessary, to ensure that they are met.

Together with other colleagues from SMT, to play a full part in carrying out homework and learning trails and following up any issues that arise with departments. Regularly to carry out lesson observations as part of the school's monitoring and evaluation system.

Behaviour and attendance

To have an active presence around the school, at break, lunch time and before and after school;

To be 'on-call' three times a week and deal with problem behaviour.

To support the departments for which responsible in implementing school behaviour policy;

To motivate students by providing additional learning opportunities through the extra curricula and enrichment program.

3. Developing Self and Working with Others

Developing others

To take on the role of SBT for BTs, mentor 'Fast -track' NQT and contribute to the induction of NQTs and Teaching Assistants in the Learning areas line managed.

To oversee the CPD for Leaders of Learning and others in line-managed Departments

Managing workloads

To line manage a maximum of four departments as well as contribute to data analysis linked to teaching and learning developments.

4. Managing the Organisation

Implementing plans and policies

To maintain and periodically review the Teaching and Learning policy

To maintain and periodically review the monitoring and evaluation policy

Managing resources

To have oversight of Target 2 and 3 of the School Development Plan as well as Study Skills Projects. Annually to set priorities, in conjunction with other colleagues in SMT, managing the budget for Learning Areas line managed.

To organise an audit of significant items of equipment in the school (excluding ICT) and present an update and development plan to SMT for approval.

5. Securing Accountability

Staff accountabilities

To monitor the performance of middle managers and ensure accountability through fortnightly line management meetings;
To observe lessons on a regular basis and give feedback to enable staff to improve performance in line with the School's monitoring and evaluation policy;
To check and authorise all purchasing done by line managed staff;
To feedback to individuals and departments on the results of the various M&E activities and agree remedies, where required and give praise, where appropriate.

Accountability to governors and parents

To report to governors on a half-termly basis, with regard to performance of teaching and learning;
To organise link governor visits to line-managed departments and feedback and deal with any issues that may arise;
To support SLT in overseeing report writing and the completion of teacher evaluation of students;
To report to governors on developments in the curriculum (teaching and learning);
To help oversee changes to the timetable

6. Strengthening Community

Working with the community

To support the following projects:
Leading Edge developments,
Primary links and School improvement through the ASTs,
The Ocean projects in Core subject learning.

Working with other agencies and with parents

To deal with a wide variety of external agencies:
Mentoring Schemes with external partners
External providers for teaching and learning including the quality of supply staff in line managed learning areas.