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**Determination Respect Engagement Ambition Motivation Success**

**Trafford Alternative Education Provision**

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| **Employee** |  |

**Job Description**

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| **Post title** | **Head of Department Teacher with English Specialism** |
| **Salary grade** | **Main Pay Range Plus SEND Allowance** |
| **Hours** | **Full time** |
| **Location** | **Trafford Alternative Education Provision** |
| **Accountability** | **Trafford Alternative Education Provision Executive Headteacher and Management Committee** |

The post holder reports to the Executive Headteacher of Trafford Alternative Education Provision. The main contacts of the post are TAEP staff, pupils and parents/carers Headteachers, Principals and other mainstream schools/academies, TAEP Management Committee, senior officers within Trafford Council, representatives of other services and agencies, and other partners.

**Main Purpose of the Post**

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| * The Head of Department has responsibility for leading their Department, in fostering a love of the subject at every level and promoting it within the school. She/he will ensure high standards of teaching, learning and achievement, efficient use of resources and creative development of the English curriculum. |

**Accountabilities (in addition to those required of a qualified teacher):**

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| **Policy/Strategic direction and development**   * Contribute to whole school policy‐making and strategic planning as required by the Head. * Prepare, monitor and update annual departmental plans in consultation with colleagues. * Take the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans.   + Prepare curriculum , intent , implementation and impact statement   + To lead the development of whole school Reading : training and supporting all staff as teachers of reading and role models in the use of standard English, and supporting all teaching staff in the development of students’ extended writing and effective speaking and listening   + To lead colleagues in the subject area in formulating aims, objectives and strategic plans for the team which support and complement those of TAEP   + To plan the deployment and development of staff expertise to achieve subject Team Improvement Plan objectives |

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| **Leadership and Management of Others**   * + Lead the department, inducting, developing, deploying, motivating and appraising staff where relevant to ensure that they have clear expectations of their roles, and that high standards are achieved and maintained.   + Encourage members of the department to develop their leadership potential and to share and develop new ideas.   + Manage day to day requirements such as examination entry and departmental timetables, ensuring accurate records are kept and delegating as appropriate to ensure the efficiency of the department.   + Regularly review departmental policy and practice to ensure that they are used effectively, as well as share and develop ideas.   + Attend all Heads of Department meetings and INSET as relevant, as well as promote the subject within the school.   + To establish a structure for mentoring, coaching and line managing staff in the subject area, including QTS/ ECTs |

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| **Teaching and Learning**   * Promote excellence in teaching and learning to ensure all pupils develop their potential. * Exemplify in own practice first class teaching skills and ensure that good practice is shared throughout the department, including good classroom management. * Ensure that a suitable learning environment is maintained throughout the department and that rewards and sanctions are applied as appropriate. * Ensure that schemes of work and the departmental handbook are used, reviewed and modified to ensure high standards of teaching and learning. * Monitor pupils’ work and the classroom practice of those in the department. * Keep up to date with developments in the teaching of the subject and education in general to ensure that best practice is adopted within the department. * Ensure the department is effective in meeting the needs of all pupils. |

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| **Monitoring, Evaluation & Assessment Recording and Reporting**   * Ensure that within the department individual pupil progress is regularly assessed and recorded and used to inform teaching. * To assess, record, and report on the development, progress, and attainment of the pupils in your class. * Use relevant performance and benchmarked data to ensure that high standards of learning are achieved and maintained. * To provide or contribute to oral and written assessments, reports, and references relating to individual pupils and groups of pupils |

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| **Public Examinations**  To participate in arrangements for preparing pupils for public examinations, assessing pupils for such examinations and recording and reporting such assessments, and participating in arrangements for pupils' presentation for and supervision during such examinations. |

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| **Appraisal**  To participate in arrangements for the appraisal of your performance and others |

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| **Further Training and Professional Development** **of self and others**   * To periodically review your methods of teaching and programmes of work. * To participate in arrangements for further training and professional development including those aimed at meeting the need identified in performance objectives or in performance statements. * To participate in an induction training programme arranged for your benefit. * As a lead professional set personal targets and take responsibility for own continuous professional development. * Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own professional development. |

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| **Discipline, health, and safety**  To maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. |

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| **Safeguarding**  The post holder will be required to   * Submit an Enhanced Disclosure and Barring Check (DBS). * Complete Child Protection Training. * Promote and safeguarding   The post holder must be aware of child protection issues and the need for confidentiality and to identify with the named child protection colleague in school, and concerns in respect of individual children**.** |

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| **Staff Meetings**  To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements. |

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| **Communication**   * To communicate and consult with the parents/ carers of pupils, schools, or outside agencies. * To communicate and co-operate with persons or bodies outside the school and participate in meetings arranged for any of the purposes described above. |

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| **Management and Administration**  To take such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation, and pastoral functions of the school. |

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| **General Professional Duties**  Maintain good order and discipline and safeguard their health and safety among pupils both within the classroom, school premises and when they are engaged in authorises school activities elsewhere.   * To work in accordance with the guidelines set down in the school Health and safety policy and specific faculty areas. * To promote Trafford Alternative Education Provision’s values and ethos. * To work actively to create and promote an engaging learning environment for all pupils at Trafford’s Alternative Education Provision. * Carry out other specific duties as directed by the Executive Headteacher. * Directed time as and when advised by the Executive Headteacher. |

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| **Maintaining Professional Competencies**   * To operate within agreed legal, ethical and professional boundaries when working with children and those involved with them. * Ensure own professional competence remains sufficient to provide effective support by seeking support for your practice and development. * To attend training and professional development sessions. |

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| **Support for TAEP**   * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. * Be aware of, and support differences, ensuring all pupils have equal access to opportunities to learn and develop. * Contribute to the overall ethos/work/aims of TAEP . * Appreciate and support the role of other professionals. * Attend and participate in relevant meetings as required. * Participate in training and other learning activities and performance development as required. |

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| **Management of Resources**   * Monitor and control the department’s allocated budget. * Identify future resourcing needs and aspirations for the department. * Ensure that all resources are fit for purpose and used in accordance with Health and Safety guidelines |

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| **Multi-agency Working**  Trafford for Children and Young People. This requires multi-agency working with partner organisations to deliver a more integrated service. As a result of this, the nature of individual jobs may change. Existing duties may be lost and other duties gained without changing the level of responsibility entailed. Post-holders will be consulted at the appropriate time should changes to an individual's post be necessary. |

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| **Health and Safety**  To operate safely within the workplace with regard to the Council's health and safety policies, procedures, and safe working practices. To be responsible for your own Health and Safety and that of other employees. |

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| **Policy**  To work at all times within the established policies and practices of TAEP |

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| **Equalities & Diversity**  To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment, and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery, and external communications. |

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| **Confidentiality**  To adhere to Trafford Alternative Education Provision’s policies and procedures on confidentiality and the management and sharing of information. |

Trafford Alternate Education Provision is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations, or equipment to allow them to carry out all duties of the job. If however, a certain task proves to be unachievable, job redesign will be given full consideration.**

This job description is current at the date shown, but in consultation with you, maybe changes to reflect or anticipate changes in the job commensurate with the grade and job title, it may also be subject to amendment by government legislation.

I acknowledge that I have read and understand the above job description in its entirety, and I am capable of performing all the stated requirements.