



Post held:	KS2/3 Class Teacher with Phase responsibility for Literacy
Job Purpose:	To ensure that high quality Teaching and Learning is in place for all pupils
Salary scale:	MPS/UPS + TLR2 + SEN 1

This post is subject to the conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for QTS, other current educational legislation and the school's articles of government. At all times having due regard to the health and safety of children, staff and visitors.

This job description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually.

Key Tasks and Responsibilities

- A key part of the role will be to develop Literacy/English pedagogy across the school to ensure that teachers are able to tailor Maths learning to the wider needs and abilities of children at Woodside.
- To play the leading role in managing day-to-day Literacy & English curricula issues.
- Developing, promoting and monitoring procedures for improving the quality of the Literacy/English Curricula.
- Establishing, developing and implementing an appropriate Literacy/English Curricula which meets the needs of all pupils.
- To assist the AHT [Assessment] with Pupil Assessment and take a lead on the Assessment / Recording / Reporting to ensure there is an effective system for recording and reporting pupil progress; as well as analysing and using the data for use in school improvement.
- To support in the development of the English/Literacy Curriculum across all key stages within the school.

This will be achieved by

- Being an outstanding teacher
- Having excellent communication and interpersonal skills
- Having evidence of experience in meeting the needs of pupils with a range of complex needs or being willing to undertake training to do so.

- Having knowledge and/or experience of delivering learning and possibly qualifications suitable for children working below chronological age-related expectations
- Being resilient with a commitment to continuous development

General Responsibilities

- Being able to work effectively with class-based support staff working with pupils who face barriers to their learning
- Provide high quality lessons and interventions
- Meet regularly with parents, carers and other stakeholders to ensure that pupils needs are being met
- Ensure that any statutory functions for pupils with SEN are completed in good time and are of high quality
- Work closely with colleagues to ensure that provision is of the highest quality and that support is closely monitored and evaluated

Strategic direction and development of provision– with the support of, and under the direction of the Leadership Team.

- Ensure all pupils have access to a broad, balanced and relevant curriculum
- Devise and promote plans to ensure the needs of pupils with SEN are met
- Regularly monitor progress against targets for pupils by accurate assessment and planning and delivering high quality teaching
- Ensure that all statutory requirements for pupils are adhered to
- Keep up to date with relevant local and national information relating to pupils with SEN
- Work closely with the staff within and beyond Woodside Academy, liaise with staff, parents and carers, external agencies and other schools to maximise support and ensure continuity of educational provision
- Develop partnerships with parents to ensure that their views are considered and acted upon appropriately
- Ensure that pupils are enabled to share their views and that these are acted upon appropriately
- To maintain accurate assessments and records of children's progress, using them to set the next steps in their development, reporting progress to parents/carers as necessary.

Teaching and Learning

- Be an excellent teacher
- Be able to work with pupils with a range of complex needs
- Be able to promote pupil independence
- Provide highly personalised learning
- Support pupil transition including the development of highly effective induction and exit arrangements.

- Work with colleagues to develop understanding and improve practice
- Promote high standards of behaviour and support the development of appropriate behaviours for learning

Recording, Assessment and Reporting

- Set targets for raising achievement.
- Manage a range of data and information on individual pupils and groups from a range of stakeholders
- Contribute to the Annual Review process and to ensure that all reports are accurate, of high quality and available for all stakeholders in a timely manner
- Provide high quality information to parents and carers keeping them informed about their children's progress

General

- Take on any additional responsibilities which might, from time to time, be determined.

Signed By:	
Post Holder:
Print Name:
Date:
Head Teacher:
Print Name:
Date: