

### Purpose of role

To deliver high quality teaching; create effective resources and improve standards of learning and achievement for all pupils.

### General duties and responsibilities

- i. Follow the policies and practices which reflect the school's commitment to high achievement, effective teaching and learning and effective feedback;
- ii. Establish a clear understanding of the importance and role of the subject in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life;
- iii. Use data effectively to identify pupils who are underachieving in the subject and, where necessary, create and implement effective plans of action to support those pupils;
- iv. Analyse and interpret relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, target and teaching methods;
- v. Establish, with the involvement of relevant staff, short, medium and long term plans for the development and resourcing of the subject, which:
  - contribute to whole-school aims, policies and practices, including those in relation to behaviour, discipline, bullying and racial harassment;
  - are based on a range of comparative information and evidence, including in relation to the attainment of pupils;
  - identify realistic and challenging personal targets for improvement in personal practice;
  - are understood by all those involved in putting the plans into practice;
  - are clear about action to be taken, timescales and criteria for success;
- vi. To work effectively as a Form Tutor as part of a designated Year Team.

### Contribution to Leytonstone School's ethos and aims

- i. To contribute to the development of appropriate resources, programmes of study, training strategies and policies within the school's CPD offer.
- ii. To fully reflect each schools' ethos, aims and policies, particularly those relating to equal opportunities and racial equality
- iii. To implement all school policies, procedures and relevant practices, in particular those relating to Health & Safety of staff, pupils/students and visitors.

## **Curriculum**

- i. Ensure curriculum coverage, continuity and progression in the subject for all pupils, including those of high ability and those with special educational or linguistic needs;
- ii. ensure effective development of pupils' literacy, numeracy and information technology skills through the subject;
- iii. set high expectations for pupils in relation to progress and achievement
- iv. ensure effective development of pupils' individual and collaborative study skills necessary for them to become increasingly independent in their work and to complete tasks independently when out of school;
- v. establish a partnership with parents and carers to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets;

## **Quality Assurance:**

- i. To implement school quality assurance procedures and to ensure adherence to these.
- ii. To develop and maintain effective relationships with individuals and organisations including parents, the local governing body, Waltham Forest LA and the wider community to further the achievement of the school's aims.
- iii. To support work with external agencies and organisations to ensure that any barriers to learning for individuals are overcome.
- iv. To implement modification and improvement where required

## **Communications:**

- i. To ensure professional and effective communication and consultation, as appropriate, between teachers at Leytonstone School.
- ii. Publicise and celebrate achievements.
- iii. Assist with the organisation of open evenings, consultation evenings and other events relating to the school.
- iv. To plan and oversee effective and streamlined communication with parents/carers, staff and pupils
- v. Where possible, attend relevant LA meetings and events as required by the strategic focus of the role.

## **Marketing and PR:**

- i. To contribute to marketing activities for Leytonstone School.
- ii. To lead the development of effective links between the school and the community, attending events where necessary.
- iii. To actively promote the development of effective links with external agencies.

*These duties are neither exclusive nor exhaustive. The details and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties or subject teaching as requested by the Head Teacher and SLT that are broadly within the level of the post.*

**This post is subject to an enhanced Criminal Records Bureau disclosure. The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.**

**Reporting to:** Head of Department

**Responsible for:** n/a

## TEACHER - PERSON SPECIFICATION

		Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
<b>Teaching Qualifications and Experience</b>			
1.	Qualified Teacher Status	E	A
2.	Degree	E	A
3.	Demonstrates successful practice as a teacher in a secondary school qualified or as a trainee	E	A/I/R
<b>Professional experience and practice</b>			
4.	Commitment to improving practice through appropriate professional development	E	A/I/R
5.	Reflective practitioner	E	A/I/R
6.	Demonstrate an understanding and proactive approach to safeguarding, equal opportunities, health and safety and other policies and practices	E	A/I/R
7.	Act upon advice and feedback and demonstrate ability to coach and mentor	E	A/I/R
<b>Ability and Skills</b>			
8.	Demonstrate ability to work well in collaboration with others	E	A/I/R
9.	Ensure that colleagues working with them are appropriately involved in supporting learning and understand the roles they are expected to fulfil	E	A/I/R
10.	Communicate effectively with children, colleagues, stakeholders etc.	E	A/I/R
11.	Effective time management and organisation skills	E	A/I/R
12.	High standards of personal and professional conduct	E	A/I/R
<b>Personal Attributes</b>			
13.	Personal impact and presence	E	A/I/R
14.	Adaptability to changing circumstances and new ideas	E	A/I/R
15.	Vigour and perseverance and good emotional management	E	A/I/R
16.	Enthusiasm, resilience, reliability and integrity	E	A/I/R
<b>Leytonstone School is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Enhanced DBS Disclosure is required for this post.</b>			