**Name:**

**Responsible to and mentored by:**  L Rodham, Headteacher

**Responsible for:** All staff

## Person Specification for All Staff at Wellfield

We want all educators at Wellfield to:

* Be committed to continuous improvement and raising standards
* Relate well to our students
* Put student needs first
* Be self starters and aim for the best in what they do
* Have confidence and competence in the use of ICT
* Be team players
* Communicate well
* Be positive and co-operative, especially in times of change
* Review what they do regularly

**Job Description**

**As stated in national teachers’ pay and conditions**

And in particular:

All Wellfield teachers should provide effective lessons, which:

* Accord with the Wellfield house style
* Are planned and meet individual learning needs
* Contain a range of appropriate strategies for teaching and classroom management
* Make effective use of information about prior attainment to set high expectations for students
* Challenge and support all students to make good or better progress
* Maintain good order and discipline, safeguarding, health and safety

**Job Description Summary**

The AHT English is responsible for:

* Leading the English & Media team and raising standards of achievement
* The promotion of the highest possible standards of achievement in English
* Training staff in the development of teaching linear examinations for all year groups
* Leading curriculum development for English
* Making a significant contribution to the vision and direction of Wellfield School
* Keeping abreast of changes and developments that affect the English curriculum at national level
* Responsibility for relevant school development plan key objectives
* Order, discipline and behaviour management

**Senior Leadership Team Protocols**

**What our team is like**

We are characterised by:

* Professional, visionary leadership
* A shared focus on teaching and learning as the highest priorities
* High expectations of and respect for pupils
* Strong partnership with home and the community
* Continuous, supportive and rigorous staff development

We aim to develop Wellfield Community School’s ethos of care for the individual b bringing out the best in staff. We maintain an open up channels of communication with colleagues, helping to minimise distance between the tiers of responsibility, yet driving forward the quest for constant improvement. We expect staff to join a partnership of learning: a joint enterprise in sharing and researching best practice with one another and with other schools. A major priority is to maximise the opportunities provided by staff appraisal to develop staff for it is through their work that students fulfil their potential.

**Leadership Style**

Staff have very high expectations of those with senior leadership roles and look to us to model the professional attributes of hard work, commitment and mutual support.

Therefore, we strive to

* Be highly visible around school and accessible to all
* Be industrious and optimistic and draw out those qualities from others
* Learn quickly, preferring to work at pace and to deadlines
* Enjoy sharing our passion for teaching, thriving on team work and being part of a close knit community

In short, we lead by example, striking a balance between offering security and challenge, while pointing the way to providing the best possible service to those in our care.

**Our Team Agreement**

**We**

* Put the students first
* Prioritise teaching and learning
* Follow policy and practice
* Communicate with and support each other
* Show team solidarity
* Are on time
* Keep our side of the agreement
* Give thanks and praise when they are due
* Are up front when jobs are not done well
* Are highly visible

**Some operational guidelines**

**Line Management**

* You need a clear view of strengths and weaknesses
* Maintain a file on the subject in question
* Maintain a regular dialogue with the subject teacher
* Take charge of the self review process when necessary

**Security**

* Carry our walkie talkie at all times
* Unless you are teaching, go to support someone dealing with an emergency
* Do not confront an intruder or a student threatening violence on our own and do not leave a colleague to deal with is on their own
* Do not leave the site to deal with an emergency on your own: to with a team member or a teacher and carry your walkie talkie

**Duty Day**

This is your day to manage the site

* You are on call at all times apart from lessons 1- 5 (unless you are timetabled as On Call)
* Throughout the day: do a couple of sweeps of the site, checking toilets, clearing wandering students and noting any damage or litter for caretaking staff. Ensure that gates are locked.
* Morning break: sweep the site to ensure that duty points are manned; ensure you visit the dining hall.
* Lunchtime: again check duty points, ensuring that the rota keeps moving on as agreed; take time to have your lunch in the dining hall but otherwise maintain high visibility.
* Arrive promptly at the bus queues to ensure that they are orderly; if a bus is late, either remain with the students or take them into the hall

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Oct 2016