

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Teacher of English and Reading Lead</b>
<b>Academy:</b>	<b>Academy 360</b>
<b>Reporting to:</b>	<b>Subject Leader – English</b> <b>MPS/UPS + TLR2a</b>
<b>Salary/Pay range:</b>	<b>Full time</b>
<b>Hours of work:</b>	

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### **Purpose of Job**

To positively contribute to raising standards of attainment and achievement for all students at Academy 360 in every aspect of Academy life, through providing high-quality teaching, support and guidance students in their care, fully utilising their skills, talents, knowledge and expertise, and through setting a positive example in their own professional behaviour.

To lead on secondary phase strategies to improve the students' reading skills.

### **Main Duties and Responsibilities**

#### **Teaching and Learning**

- To raise standards of attainment and achievement through working to the direction of the Principal having regard for the curriculum, assessment recording and reporting of the Academy.
- To plan, prepare and deliver courses and lessons appropriate to the individual needs and abilities of all students.
- To teach according to their educational needs, all assigned students, including the setting and marking of work to be carried out by students within the Academy and elsewhere.
- To demonstrate that ongoing planning reflects effective monitoring of the progress of each individual child.
- To assess, record and report on the development, progress and attainment of students in accordance with Academy policy and the practice of Academy 360.
- To keep appropriate records in accordance with Academy policy and practice.
- To provide data and information regarding all aspects of the progress of all students you are assigned to teach in order to contribute to their regular lessons.
- To provide guidance and advice to students on educational and social matters and to make relevant records and reports.
- To contribute to school and whole Academy planning activities.
- To assist with the monitoring and evaluation of teaching and learning, including subject delivery, work scrutiny, resource audits and data analysis.
- To work effectively with support staff.
- To develop your own subject knowledge and expertise, keeping up to date with national developments, teaching practice and methodology to support students in achieving high standards.
- To manage classroom resources effectively.

- To take part with colleagues in developing the quality of learning within the Academy.
- To participate in meetings organised through the Academy for the purpose of raising standards of attainment and achievement, including meetings with parents/carers or appropriate bodies.

### **Reading Lead Responsibilities and Accountabilities**

- To raise the profile of Reading across the school through displays, competitions, assemblies, speakers and Literacy events;
- To review and evaluate the impact of the Literacy Policy in the classroom with the Vice Principal for the Quality of Education and Standards within the secondary phase;
- To monitor secondary phase reading programmes, including, but not only: phonics, Let's Read, Reading Plus;
- To support staffing for these programmes and drop in to ensure all are delivering the right programmes;
- To support Subject Leaders and any other relevant teaching staff in reviewing schemes of work to ensure Reading opportunities have been clearly identified;
- To audit each subject area, identifying the Reading skills used by each year group, including liaising with primary phase leaders;
- To support Reading during tutor time and to work with those in overseeing this; to collate groups for intervention after transition;
- Reading lesson drop-ins to support staff;
- To provide and deliver appropriate staff CPD and support around Reading;
- To work with the pastoral team, supported by the Trust's Director of English and the Assistant Principal responsible for leading Personal Development, to develop Reading activities for use in 'Tutor Time'.

### **Pupil Welfare and Development**

- To communicate and consult with parents and carers in accordance with Academy policy and practice.
- To provide coaching/mentoring support to students allocated to you in accordance with Academy policy and practice.
- To encourage and maintain high standards of behaviour and discipline in order for effective learning to take place, and good relationships to be formed within the Academy community, and to follow the Academy's procedures to ensure students continue to cooperate positively to school life.
- To contribute to ensuring the health and safety of all students through managing and supervising their safety at all times, including during break and lunchtimes, coming to and leaving the Academy and moving between lessons.
- To participate in meetings for the purpose of student welfare and development.
- To participate in meetings with parents/carers or appropriate bodies for the purpose of enhancing student support.

### **Resources**

- To prepare high-quality resources appropriate to raising standards.
- To maintain resources in a good quality condition.

- To identify resources appropriate to the various learning needs of all students.

**Professional Development**

- To participate in the Academy's Appraisal and Performance Management procedures.
- To take responsibility for your ongoing development in your role as a teacher

**Other Duties**

- To carry out any other duties in accordance with the expectations of a teacher at the reasonable request of the Principal of Academy 360.

**Health & Safety**

- Ensure that areas of work comply with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

**Safeguarding**

- Be aware of and familiar with Academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2024, where required.