

# JOB DESCRIPTION

<b>Job Title:</b>	<b>Teaching and Learning Lead – with a focus on writing</b>
<b>Salary:</b>	<b>MPS-UPS + TLR2a</b>
<b>Hours:</b>	<b>As set out in STPC</b>
<b>Job Location:</b>	<b>Hill View Junior Academy</b>
<b>Company:</b>	<b>Vision Learning Trust</b>
<b>Responsible to:</b>	<b>Head Teacher/Board of Directors</b>

## PURPOSE OF JOB

### Main Purpose of the Post

To lead teaching and learning in writing across the whole school.

In addition to those professional responsibilities which are common to all classroom teachers in the school to meet the requirements of a teacher as set out in the School Teachers Pay and Conditions Document and the Professional Standards for Teachers.

### Main Duties:

#### Status of the Post

This is a middle management post within the school's structure. The post holder is accountable to the Head Teacher.

### Professional Responsibilities

The post holder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:-

### Making an impact on the educational progress of pupils beyond those directly assigned

#### By :

- Ensuring that appropriate targets for your area of responsibility are set for all pupils, with a particular focus on vulnerable groups.
- Ensuring that all pupils' experiences and educational programmes are personalised to the particular needs of the pupils, identified through a vigorous and robust assessment system.
- Monitor pupil progress within the area.
- Ensuring that there is a channel for Pupil Voice within their area of responsibility and an appropriate response to issues raised by feeding back to school leadership team.
- Keeping abreast of local and national initiatives within your subject area to ensure best practice

### Strategic Direction:

- Develop and implement policies and practices for your area of responsibility which reflect our school's commitment to high achievement, effective teaching and learning.

- Create a climate which enables staff to develop and maintain positive attitudes towards the subject and confidence in teaching it.
- Establish a clear, shared 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.
- With the involvement of relevant staff, establish short, medium and long term plans for the development and resourcing of the subject.
- Monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.
- Make sure that the headteacher and senior leadership team are well informed about the subject and produce appropriate reports
- Contribute to the School Development Plan

### **Teaching and learning**

- Ensure curriculum coverage, continuity and progression in the subject for all pupils, including more able pupils, pupils with special educational needs and pupils with English as an additional language.
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils.
- Ensure effective development of pupils' literacy, numeracy and IT skills through the subject.
- Evaluate the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching.
- Work with staff to establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets.
- Develop effective links with the local community, including business and industry, in order to extend the curriculum, enhance teaching and to develop pupils' wider understanding.
- To support teaching and learning by auditing existing resources with subject area and ensuring adequate provision to move subject forward

### **Leading and managing staff**

- Model, promote and monitor best practice in teaching and learning.
- Audit training needs of staff and lead professional development of staff through example and support, and co-ordinate the provision of high-quality professional development by methods such as coaching, drawing on other sources of expertise as necessary.
- Work with the SENDCo and any other staff with special educational needs expertise, to make sure that education, health and care plans are used to set subject-specific targets and match work well to pupils' needs.
- Hold teachers to account with a robust system of monitoring.
- Use space to create an effective and stimulating environment for the teaching and learning of the subject across the whole school.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The postholder must comply with the Trusts Health and safety rules and regulations and with Health and Safety legislation.

Name of Author: Hayley Sutton

Date: April 2025

Head Teacher signature:

Date:

Staff signature:

Date: