

WEST ISLAND SCHOOL

Job Description for TLR 1: Accountable to Designated Vice Principal

Roles and Accountabilities

1. Strategic leader of a team, accountable for a coherent vision and direction for team and individual development.
2. Representative of the team and channel of communication between team staff and Curriculum Think Tank.
3. Member of the key management and leadership team of the school (the CTT), promoting and representing the school's core values and mission.
4. Accountable for standards of Teaching and Learning through monitoring, evaluation and Performance Management
5. Key representative of the school to work within ESF networks, CPD and in creating successful leadership within the school and ESF
6. Showing leadership in developing differentiated practice and in providing genuine cross curricular inquiry units in conjunction with another faculty.

Responsibilities	<p>Leadership which develops the highest standards of student attainment, achievement and progress within a culture of learning</p>	<p>Maintain meaningful records of student attainment. Use MIDYIS data and other data to ensure knowledge of all students and to ensure subsequent support and challenge Evaluate faculty performance annually through value added measures, performance management and through the school's "Evaluation for Development" programme. Monitor standards through the regular scrutiny of work from sampled classes. Use assessment data (including Midyis and school reports) to identify and tackle underachievement and monitor performance of particular groups of students (G&T, SEN, EAL). Allocate teachers and students to teaching groups and rooms; advise the school's timetabling team and consult with teachers. Knowing primary link schools curriculum and ensuring links with the feeder schools to promote scaffolded curriculum and learning development</p>
	<p>Leadership which develops the highest standards of teaching and learning.</p>	<p>Promote professional dialogue and the sharing of ideas and values to create challenge and vision in line with school priorities Assist with the professional development of the faculty teachers in liaison with the VP Perf manag/CPD Negotiate annual job specifications for faculty members. Enable teachers to keep abreast of worldwide developments in their subjects. Advise the Principal on the recruitment of new staff. Develop effective schemes of learning which allow student choice and ensure that these are followed. Ensure that meaningful and accurate assessments of students' attainment and progress inform future learning and teaching. Use data to set high standards and targets for student achievement Ensure that methods of teaching are consistent within the faculty and consistent with the school's pedagogy and values Maintain attractive and stimulating learning environments. Development of appropriate ICT use for all students</p>

<p>Leadership which ensures high standards of student conduct within the faculty and in the school as a whole.</p>	<p>Monitor and develop class management skills within the faculty. Expectation and insistence on high standards of behaviour Support adherence to the school's rules and promote courtesy and respect around the school. Support teachers in their management of misbehaviour and act as a symbol of the school's authority. Operate a faculty sanctions system within the school's guidelines. Communicate with the school's G&A staff within the school's guidelines.</p>
<p>Leadership which develops the team within the school.</p>	<p>Consult with team members to write an annual development plan which responds to the contemporary plans for the school and the Foundation. Work within the CTT to develop the place of team subjects within the curriculum. Suggest and implement cross curricular links to aid teaching and learning Promote experiential and inquiry based approaches Create and oversee significant enrichment opportunities within the faculty for students beyond the classroom</p>
<p>Leadership to represent the team on the CTT.</p>	<p>Consult with faculty teachers on issues to be discussed at CTT and line manager meetings. Represent the views of faculty members to CTT and ensure the faculty members are fully informed of outcomes of LT discussions. Work within the CTT on the present management and future development of the whole curriculum. Promote and support the decisions of the CTT to the staff.</p>
<p>Management of efficient and effective finance and resources within the faculty.</p>	<p>Work with the timetabling team to ensure efficient and effective deployment of faculty teachers. Stewardship of resources which provides clear analysis of value for money Budget and plan for effective spending of faculty allowances. Maintain an inventory of equipment.</p>
<p>Leadership which contributes to the school community and the ESF community</p>	<p>Active involvement in ESF wide initiatives Working with other schools to promote ESF networking for Teaching and Learning development Leading by example to reflect the values and mission of the school and of the ESF community</p>

Key relationships	<p>Students – channel for suggestions. from students individually and through the student council. Team – hold meaningful,developmental meetings at least once a month. Communication of school policies, outcomes from CTT G&A Team – providing information on attainment, academic and behavioural issues and rewards. Parents – promote understanding of and support for the subject. Ensure accurate reporting from the faculty. Channel for suggestions and parental concerns. Primary partner schools – curriculum content and methods. Visiting Primary feeder school annually Council – promoting the work of students and team members. LT – take part in regular meetings with LT line manager. CTT- key management and leadership team. ESF – membership of relevant curriculum and networking groups. Promoting involvement of teachers in cross-foundation groups. Curriculum Team (Exams, timetable) – Ensuring efficient transfer of necessary information both ways.</p> <p>Ideal Person Specification:</p> <p>An enthusiastic and innovative teacher with the ability to lead and implement new ideas and strategies Effective organization al skills Good communication and interpersonal skills Excellent ICT use Loyal member of the WIS community</p>
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January 2012