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| **Role** | **Grade** | **Reports to** |
| Professional Development Co-ordinator | TLR 2.2 (2b) | Senior Leadership Team, Headteacher |

**Main purpose of the job:**

In addition to those professional responsibilities which are common to all classroom teachers in the school, the post holder’s key responsibilities will be for raising the standards of teaching, learning and student achievement.

The post holder is accountable to a nominated Senior Line Manager and to the Headteacher.

**Professional responsibilities:**

The post holder will be expected to be currently developing the characteristics described in the Teachers’ Standards Framework for a Curriculum leader and will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below.

**Main accountabilities:**

**Making an impact on the educational progress of students beyond those directly assigned**

* To be a member of the school’s Implementation Team
* To lead teaching and learning development in line with school and national policy
* To lead challenge projects, as designated by the Headteacher or associated SLT. These projects could centre upon any area of school development
* To audit, investigate and analyse current practice and systems creating a baseline assessment on which to build development
* To consult with appropriate stakeholders regarding the possible evolution of systems
* To research and develop innovative strategic solutions to identified issue
* To implement real change within school to deliver sustainable improvements in standards
* To facilitate the current School Improvement Plan and be accountable to a line manager for aspects of the plan
* To support areas of the SIP which are not progressing at a rate likely to deliver sustained improvement in standards
* To lead innovation within other teams so that new and innovative practice is quickly and effectively cascaded to all staff
* To ensure that students experience an educational programme that is personalised to their particular needs
* To develop and monitor specific curriculum initiatives across the school
* To ensure that quality learning experiences are taking place inside the school’s classrooms
* To help develop a positive working environment that supports students’ learning
* To ensure positive behaviour for learning for all students in line with the school’s behaviour management policy

**Leading, developing and enhancing the teaching practice (or work) of others**

* To be professionally accountable for the work of identified members of staff, including support staff
* To be responsible for the performance management of individual staff as named in the school’s performance management schedule
* To be responsible for the effective induction of all new staff within school
* To be responsible for the development of targeted groups of staff e.g ITT students, ECTs, GTPs, Fasttrack teachers as agreed with associated SLT
* To provide an effective role model in terms of own classroom practice and keeping abreast of national developments in teaching
* To foster a shared whole school vision and to enthuse, inspire and motivate all staff
* To monitor the quality of provision in lessons through lesson observations and other strategies, sharing judgements with colleagues as appropriate
* To identify key professional development needs, ensuring that such needs are addressed through the provision of high quality coaching, mentoring and curriculum based INSET
* To ensure that all staff are actively involved in their own continuing professional development
* To promote reflective and evaluative practice throughout the school
* To promote an ethos of teamwork and a culture of sharing, motivating colleagues and ensuring effective professional and working relationships

**Managing and developing the curriculum area**

* To ensure that the aims and objectives of the Implementation Team are the subject of regular review and consultation
* To ensure appropriate policies are in place and are adhered to across the Implementation Team
* To ensure effective resource management & deployment to maximise student achievement & attainmen
* To manage the finance allocated to specific projects as appropriate and provide value for money
* To organise regular meetings to ensure effective induction, support and development of key competencies
* To undertake thorough monitoring via lesson observation, scrutiny of planning, scrutiny of work
* To facilitate effective Professional Development Activities, appropriate to the needs of the staff.
* To ensure that appropriate risk assessments are completed and Health & Safety requirements are complied with
* To ensure the environment within the working area is conducive to learning
* To ensure all appropriate documentation is completed and returned to ‘Assessment Agencies’ on time.

**Other specific responsibilities**

* To ensure effective liaison with internal and external support agencies
* To ensure effective liaison and collaboration with peers in other schools to share, disseminate and develop good practice
* To make a substantial contribution to the school’s ongoing self evaluation process
* To make a substantial contribution to the production, implementation and review of the School Improvement Plan and contributing, where appropriate, to school improvement priorities across the curriculum
* To collaborate with other curriculum areas to raise attainment through developing overlapping strand
* To work towards achieving appropriate charter marks e.g. National Training Awards
* To work to develop the school’s Investors in People Status
* To promote the provision of a range of enrichment activities and extra curricular activities across the school
* Carrying out any other reasonable duties as assigned by the Headteacher

**All employees in the Trust are expected to:**

* Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement https://prospere.org.uk/about-us/vision-values
* Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
* Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
* Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
* Effectively represent the Trust when liaising with contractors and outside agencies/organisations
* Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
* Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
* Attend Trust and school events as required and make a positive contribution during such events
* Attend regular meetings before and after Trust hours, including morning briefings
* Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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| **Person Specification** | **Essential/ Desirable** | **Assessment stage** |
| **Qualifications** | | |
| Qualified Teacher Status (or working towards) | Essential | Application |
| A degree of equivalent qualification | Essential | Application |
| **Knowledge and Experience** | | |
| Thorough subject knowledge and understanding of current curriculum developments | Essential | Application, Interview, Selection Activities |
| To show understanding of and willingness to adopt effective Teaching, Learning and Assessment strategies | Desirable | Interview |
| To show understanding of the urban educational setting | Essential | Application, Interview |
| To be a caring and committed professional who has the highest expectations of all students | Desirable | Interview |
| Successful teaching experience in the 11-16 phase | Essential | Application, Interview |
| A willingness to participate in CPD activities | Essential | Application, Interview |
| Experience of working with young people | Essential | Application |
| **Behaviours and Values** | | |
| To be an excellent classroom practitioner consistently delivering Good/Outstanding lessons | Essential | Selection Activities |
| To be able to plan and develop appropriate learning activities | Desirable | Application, Interview |
| Good communication skills with the ability to develop effective relationships | Essential | Application, Interview, Selection Activities |
| To be able to plan and organise themselves effectively | Essential | Selection Activities |
| Good ICT Skills | Desirable | Application, Selection Activities |
| The ability to enthuse, inspire and motivate students | Essential | Interview, Selection Activities |
| To self-evaluate and set targets for development | Essential | Application, Interview |
| A willingness to be involved in the wider life of the school, including extra-curricular activities | Essential | Application, Interview |
| Demonstrate a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation | Essential | Application, Interview |
| Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection | Essential | Application, Interview |
| Demonstrate a commitment to maintaining and developing professional knowledge and skills | Essential | Application, Interview |
| Tact and diplomacy in interpersonal relationships with all stakeholders | Essential | Application, Interview |
| To be flexible and able to adapt and prioritise appropriately | Essential | Application, Interview |
| Effective staff motivation and development, including establishment of a positive performance management culture | Essential | Application, Interview |

**Review and Amendment:**

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.