

# Ponteland High School

## JOB DESCRIPTION

### Raising Achievement Coordinator (RAC) – English

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**JOB TITLE:** Raising Achievement Coordinator – core subjects

This is a full-time permanent post.

**REMUNERATION:** TLR 2b

**RESPONSIBLE TO:** Headteacher/Raising Achievement Leader

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#### MAIN PURPOSE OF THE POST:

- To take a strategic lead on an aspect within the English curriculum area in line with the nature of the post
  - To be an effective leader for the teaching and learning within the English curriculum area
  - To support the work of the RAL and RAD to raise achievement and realise department and whole school objectives
  - To foster a positive approach to the learning within English subject
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#### RESPONSIBILITIES:

- To lead colleagues as part of a defined leadership role as agreed with the RAL and SLT
  - To promote high quality teaching and learning practices
  - To have a positive impact on educational progress beyond assigned students
  - To lead, develop and enhance the teaching practice of others
  - To be accountable for leading, managing and developing a key aspect within the curriculum area (key stage, course or theme)
  - To represent the department's interests to the whole school and to represent the whole school's interests to the department
  - To devise and implement strategies which lead to the achievement of the aims of the School Commitment Plan and the Department Commitment Plan
  - With the RAL & RAD, to use a range of strategies to monitor the quality of teaching and learning in the department
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#### KEY TASKS AS A RAISING ACHIEVEMENT COORDINATOR:

The post holder is expected to meet the requirements of a teacher, as well as the following:

- To support the Raising Achievement Leader in all aspects of leadership and management in the day to day running of the department, responding to his/her directions about this but also acting on initiative to ensure the smooth running of the department.
- To take on some responsibilities of the Raising Achievement Leader in his/her absence
- To be responsible for the leadership of a key aspect in the curriculum area; organising the syllabus/schemes of work in these areas. This includes providing the RAL with an up-to-date summary of the syllabus, programmes of study and schemes of work. Initiating or contributing to curriculum development in the areas in consultation with the RAL and Senior Leadership Team; co-operating with outside agencies as desirable, negotiating in planning timetable, staffing and rooms for the areas; notifying any amendments to existing timetable, placement of students in appropriate teaching groups, keeping the Senior Leadership Team informed of such groups and any changes as they occur; determining standards of work and oversight of standards, including homework; leading teachers in the area in the assessment of work, including tests and examinations; determining public examination entries. Keeping RAL informed of the progress of cohorts of students and of targets for their attainment. Recording individual, class by class and year by year data and targets.
- Maintaining records of students' work and achievement. Analysing student performance in internal and external examinations and informing RAL, PLs and the Senior Leadership Team of their conclusions promptly.
- To proactively support the Raising Achievement Leader in the achievement of excellent practice in the following areas:
  - Teaching and Learning
  - Strategic planning
  - Syllabus/schemes of work
  - Curriculum development
  - Curriculum planning/timetable planning
  - Capitation
  - Materials and facilities
  - Students' work
  - Continuing Professional Development of department staff
  - Appointment and promotion of staff
  - Self evaluation
  - Performance Management of Department Staff
  - Staff deployment
  - Oversight of teaching rooms

Reporting

Recording individual, class by class and year by year data and targets

Promoting the interests of the department

Health and safety

Promotion of good behaviour

Leading meetings

Department planning

- To undertake other duties and responsibilities as required commensurate with the grade of the post or reasonable requests by the headteacher

**Also refer to DfE Teachers' Pay and Conditions Document (STPCD) and Teachers' Standards**