



61 BRYONY ROAD, LONDON. W12 0SP

Headteacher: Alan Campbell

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Job Description : **Pod Leader** **Location** : **Whole School**
Line Manager : **Headteacher** **Pay scale** : **TLR1a**

The duties and responsibilities are in addition to those covered by the latest School Teachers Pay and Conditions Document. It may be modified by the Headteacher, to reflect the anticipated changes in the job, commensurate with the salary and job title.

Job Purpose

Teaching and Learning

- Identify, adopt and model the most effective teaching approaches for students in your pod
- Monitoring the quality of teaching and learning across your pod and provide feedback to all staff and identify support packages for those who require improvement.
- Model excellence through whole class teaching and act as coach and mentor to staff in your pod.
- Analyse all teaching and learning data and outcomes and provide written reports for the Headteacher and Governors regarding the progress and achievements of learners in your pod.
- Develop and monitor internal and external provision for students with Special Educational Needs in your pod, including being the designated teacher for those students with medical needs and mental health needs

Recording and Assessment

- Develop and maintain systems for setting targets for raising achievement liaising with the Assistant Headteacher, Assessment and Curriculum.
- Ensure mid-term admissions to your pod undergo a successful transition process.

- Collect and interpret assessment data from Onwards and Upwards producing reports and feeding back to SLT regularly
- Set up systems for identifying, assessing and reviewing targets
- Develop and maintain systems for raising achievement within your pod, including intervention strategies.

Leadership and Management

- Report to the Headteacher and Governors termly on the progress and achievement of students in your pod in the form of a written report to be produced two weeks in advance of the relevant Governors meeting
- Provide training and development for all staff in your pod on the principles of effective teaching, learning, target setting and addressing the specific needs of all students in association with the Assistant Headteacher, Culture, Performance and Development.
- Disseminate good practice across your pod and the wider school community.
- Working with the Headteacher, develop and maintain systems for identifying and monitoring the progress and achievement of Pupil Premium students in your pod.
- Line manage the team of teachers and TA's in your pod, leading on performance development.
- Take the lead in ensuring EHCP's are carried out efficiently and effectively in partnership with the EHCP Coordinator.
- Manage and monitor attendance within your pod
- Develop links with Governors, LA's and neighbouring schools/Academies, including organising and attending benchmarking and moderation meetings with our partner schools

Key Organisational Objectives

The post holder will contribute to the school's objectives and service delivery by:

- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- Being a champion of safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment

- At all times operating within the School's Equalities policies
- Being committed and contributing to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for young people

This list is not exhaustive. You will, on occasion, be asked to carry out other reasonable tasks.

Signed:

Dated:

Person Specification

Post Title:

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent	✓	
Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS . QTLS is acceptable as a staging post to QTS	✓	
Experience		
Will have had some experience of teaching in a multicultural inner city environment through trainee placements	✓	
Professional Knowledge and Understanding		
Must have a sound knowledge of SEN pedagogy	✓	
Must have excellent knowledge of assessment for learning strategies	✓	
An understanding of curriculum and pedagogical issues relating to learning and teaching,	✓	
Understanding of and commitment to the school policies, in particular: <ul style="list-style-type: none"> • Participation and implementation of the School Behaviour Policy • Awareness of Health and Safety implementation in the work place • Implementation of the school Equal Opportunities Policy 	✓	
Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils	✓	
Familiarity with writing and delivering effective Individual Education Plans		✓
Professional Skills and Abilities		
A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching	✓	

Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks	✓	
Must be able to keep records of pupil progress in line with school policy	✓	
Must be able to use assessments of pupils learning to inform future planning	✓	
Ability to plan and work collaboratively with colleagues	✓	
Personal Qualities		
Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children	✓	
A teacher with a flexible approach to work who enjoys being a good team member	✓	
Must have good communication skills both orally and in writing	✓	
Must be able to manage own work load effectively	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	