



Post Title: Transition Teacher (Primary Trained)

Responsible to: Headteacher

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:

Lead, plan and coordinate appropriate intervention for Key Stage 3 students at risk of underachievement, with a particular focus on those identified as 'not yet secondary ready.'

Please also see Generic Teacher Job Description

MAIN TASKS AND RESPONSIBILITIES OF THE POST:

- Lead, plan and coordinate appropriate intervention for Key Stage 3 students at risk of underachievement, with a particular focus on students who did not meet the required standard in Key Stage 2 SATs.
- Implement and deliver a specialised and differentiated curriculum for students with the aim of accelerating progress and supporting transition.
- Support KS2 to KS3 transition, involving joint planning and organisation of open evenings.
- Monitor and support the overall progress and development of students as a teacher/form tutor.
- Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- Contribute to raising standards of student attainment.
- Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- Work between Primary and Secondary phases to ensure students are 'secondary ready'.

OTHER RESPONSIBILITIES:

- Assist in the development of appropriate syllabuses, resources, schemes of learning, marking policies and teaching strategies.
- Plan and prepare courses and lessons.
- Contribute to the whole school's planning activities.
- Implement agreed school policies and guidelines.
- Support initiatives decided by the Headteacher/and or staff.
- Plan appropriately to meet the needs of all students, through differentiation of tasks.
- Be able to set clear targets, based on prior attainment, for students' learning.
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all students.
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
- Report to parents on the development, progress and attainment of students.
- Maintain good order and discipline amongst students, in accordance with the school's behaviour policy.
- Participate in meetings which relate to the school's management, curriculum, administration or organisation.
- Communicate and co-operate with specialists with outside agencies.

Heartlands Academy



- Lead, organise and direct support staff within the class team.
- Participate in the performance management system for the appraisal of their own performance.

Other duties commensurate with the grade of the post as required by the Headteacher.



📍 N° 10, Great Francis Street, Birmingham B7 4QR.

☎ 0121 464 2021 📠 0121 464 6500 📧 heartlands.academy@coventry.gov.uk

FACT

