

JOB DESCRIPTION
Deputy Headteacher
English Curriculum Development across the Multi-Academy Trust
(EYFS to 19 years)
L16

RESPONSIBLE TO

Associate Headteacher, CEO

DUTIES

The post holder will undertake professional duties in accordance with the Teachers' Pay and Conditions Document as directed by the CEO with the content of the Job Description below.

Job Purpose

1. To strategically develop English and Literacy from Early Years Foundation Stage to 19 years across the Trust, ensuring that the curriculum is engaging and inspires children to enjoy, value and be confident about their own literacy in all its forms.
2. To ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school
3. To teach, at most, 6/25 lessons in an agreed subject area(s) to a range of abilities and ages as directed by the CEO
4. To provide a strategic vision for the English department
5. To improve standards in English at KS3, KS4, and KS5
6. To lead and develop standards of literacy across the school
7. To be a solutions focussed member of the leadership team
8. To lead and attend all relevant staff meetings as required by the school calendar and your role
9. To attend meetings of the Local Governing Body as required
10. Work with others in the leadership team on the school self- review process to monitor, evaluate and develop standards across the school
11. Work with others in the leadership team to ensure CPD is appropriate and effective

Shaping the Future

1. To lead on improving standards, engagement and results in English through all Key Stages
2. To innovate the curriculum in English to engage and inspire all students across the Trust
3. Work with the Headteachers' of each school on strategic improvement plans that realise the vision and sustain school improvement

4. To work with all staff across the Trust to create a positive, inclusive climate to take the Trust vision forward
5. Collaborating with parents/carers, to ensure students' well-being and improve their achievement and personal development
6. Contribute to the overall strategic direction of the Trust as a leading member of the Trust Leadership Group
7. To lead current English TLR holders across the Trust to ensure effective leadership at all levels

Leading Behaviour for Learning

1. To ensure standards of in English are high to create an outstanding environment for learning where all students feel confident to achieve their best
2. To support the English department across the Trust, in ensuring behaviour for learning is high
3. To lead on literacy intervention across the Trust
4. To set and monitor performance goals for the Subject team to ensure delivery of each schools development plans and pastoral development plans
5. Take corrective action to ensure quality and performance standards of behaviour and learning are continually improving
6. To use appropriate data to support Subject Leaders monitor students' progress, to set challenging targets and identify areas for improvement
7. To be involved in securing high standards of curriculum development so that students are engaged in learning and ensuring an ethos of challenge and support where students can achieve success
8. To oversee and ensure that effective and appropriate intervention strategies are employed to support all students
9. To ensure that students develop learning skills to develop their independence
10. To create and maintain an effective partnership with parents/carers to support and improve students' achievement and personal development

Developing Self and Leading Others

1. To develop career as member of the Trust Leadership Team
2. To develop the English teams and leaders
3. To take responsibility for own professional development including maintaining an up to date knowledge of educational trends, developments and related legislation including engaging fully in performance management of self and other staff
4. Contributing to effective staff induction and professional development
5. Managing own workload and the workload of individuals and teams effectively, providing support where necessary and delegating where appropriate
6. To ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Teachers and by the CEO
7. Work with the Headteachers' on strategic improvement plans that realise the vision and sustain school improvement
8. Collaborating with parents/carers, to ensure students' well-being and improve their achievement and personal development
9. Contribute to the overall strategic direction and day to day running of the home school as a leading member of the Leadership Group

Managing Area of Responsibility

1. Using schemes of work and student data to plan effective lessons which engage students actively and lead to high levels of progress and attainment
2. Implementing clear and appropriate evidence based improvement plans and policies and monitoring, evaluating and reviewing their effects
3. To enable Teaching and Learning to be outstanding by leading effective strategies that enable all teachers in English to achieve.

Securing Accountability

1. Taking a significant role in contributing to Trust self review and using its outcomes, along with a range of other evidence, in monitoring and evaluating aspects of the school life, contributing to each Schools' SEF in conjunction with the Headteacher
2. Ensuring that staff accountabilities are clear and are regularly monitored, evaluated and reviewed
3. Presenting information about the performance of the school to a range of audiences including Trustee's, governors, parents and carers

Objectives and Outcomes

To be agreed with the successful post-holder once appointed

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

"This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post."

Note: The Marches School is designated a no smoking workplace. There is an expectation that staff maintain a professional dress code and that ID badges will be worn and will be on show.

AP/SL/jh
March 18