

|  |  |
| --- | --- |
| **TITLE:** | Director of English |

|  |  |
| --- | --- |
| **RESPONSIBLE TO:** | Deputy Headteacher |

|  |  |
| --- | --- |
| **SALARY RANGE:** | TLR 1c £12,215 |

|  |  |
| --- | --- |
| **PURPOSE:** | In addition to the Conditions of Employment as laid down in the School Teachers’ Pay and Conditions Document the post holder will lead the English Department, ensuring the teaching and learning in English is of a consistently high quality, resulting in high levels of attainment and progress for students at all stages and levels of ability. The post holder will provide the staff they manage and lead with clear direction and support, resulting in a high performing team, whilst also working collaboratively as a member of the extended leadership team across the school. |

|  |
| --- |
| **KEY ACCOUNTABILITIES:**  The Director of English will:   * Model high professional standards in all aspects of Ridgewood school life and to lead by example. * Set the standard for consistently high expectations in the classroom * Create a vision within the department in line with that of the whole school and work closely with the English team to achieve this * Articulate consistently high expectations of classroom practice to challenge and support all students * Deliver an improvement plan in response to on-going self-evaluation * Monitor the quality of teaching based on evidence, self-evaluation and development, ensuring a consistent and continuous focus on achievement and aspiration * Work closely with the LPs to ensure that support is provided for individual teachers within the team where this is needed so all lessons are consistently good or better * Ensure the implementation of the school’s achievement policy, making sure all students have timely and appropriate feedback and targets so that they make at least good progress, and the majority are successfully challenged to make outstanding progress * Further develop the secondary English curriculum in line with national changes and revised qualifications * Establish creative, responsive and effective approaches to learning and teaching to meet and support the aims of the school * Devise and implement appropriate interventions for students, both within lessons and in additional sessions, to ensure all students make good progress * Produce reports as required within the school’s self-evaluation systems * Manage the English department staff, including recruitment, staff training, and appraisal * Manage the departmental budget and development of resources * Ensure that the department is updated on developments in the relevant subject area and in teaching practice and pedagogy * Take advantage of all the training opportunities offered as part of the Ridgewood training programmes * Maintain an organised and effective learning environment in the classroom and shared areas * Ensure the consistent implementation of school policies and procedures throughout the subject area   This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions and national standards. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate. |