# Job Description: Director of English Specialism

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| **Location** | Oxford Spires Academy |
| **Contract term** | Permanent |
| **Full time / term time** | Full Time |
| **Pay range** | TMS/UPS & TLR |
| **Reporting to** | Senior Vice Principal: Teaching |

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| **Post Title:** | **Director of English Specialism** |
| **Purpose:** | * To be accountable for student progress and development within the faculty team. * To be accountable for leading, managing and developing the English subject/curriculum area. * To be accountable and responsible for the development of high quality teaching within the faculty. * To ensure the provision of an appropriately broad balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular polices determined by the Principal of the school and the CfBT trust. * To effectively manage and deploy teaching/support staff, financial and physical resources within the faculty to support the designated curriculum portfolio. * To raise standards of student attainment and achievement within English across Year 7–Year 13. * To monitor and support student progress within the faculty team. |
| **Reporting to:** | Senior Vice Principal: Teaching |
| **Responsible for:** | Subject Managers, teaching staff and other relevant personnel within the faculty including the Librarian. |
| **Operational/**  **Strategic Planning** | * To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department. * To be responsible for the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources. * To monitor student progress and ensure that appropriate action is taken where necessary. * To implement School policies and procedures. * To liaise with the School’s Health and Safety Manager in order to ensure effective Health and Safety practice and policy. * To lead areas of the English specialism and library. To liaise and co-ordinate with the creative writer in residence and the librarian to maximise learning outside of the classroom. |
| **Curriculum** | * To lead curriculum development for the whole department. * To keep up to date with national developments in the subject area and teaching practice and methodology. * To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. * To liaise with the SLT to maintain accreditation with the relevant examination and validating bodies. * To be responsible for the development of literacy, numeracy, British Values, SMSC and Key Skills in your subject area. * To ensure that the development of your subject is in line with national developments |
| **Staffing** | * To work with the SLT to ensure that staff development needs are identified and that the appropriate programmes are designed to meet such needs to ensure high quality teaching. * To be responsible for the efficient and effective deployment of staff. * To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated faculty. * To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover. * To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. * To promote teamwork and to motivate staff to ensure effective working relations. * Working with the Professional Tutor to assist/support the development of staff within initiatives such as NQT, SCITT and PGCE |
| **Quality Assurance:** | * To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department. * To lead on the monitoring of progress, learning and teaching in the department and use this information to improve the quality of provision. |
| **Management Information:** | * To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system. * To ensure staff within the department keep up to date records of marks/assessments. * To identify and take appropriate action on issues arising from data systems and reports and to set deadlines where necessary and review progress on the action taken. * To regularly analyse and evaluate performance and progress data to impact and maximise student outcomes. * In conjunction with the relevant SLT link manage the department’s collection of achievement data. To provide the Governing Body with relevant information relating to the department’s performance and development. |
| **Communications:** | * To ensure that all members of the department are familiar with its aims and objectives. * To ensure effective communication/consultation as appropriate with the parents of students. |
| **Marketing and Liaison:** | * To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases. * To lead the development of effective subject links with partner schools. * Attend where necessary liaison events and lead the effective promotion of your faculty within Open Days/Evenings. * To actively promote the development of effective subject links and collaboration with external agencies and within the trust. |
| **Management of resources:** | * To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records. * To work with the Vice Principal - Teaching in order to ensure that the department’s teaching commitments are effectively and efficiently timetabled and roomed. |
| **Pastoral System:** | * To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description. * To contribute to PSHCE, citizenship and enterprise according to school policy. * To ensure the Behaviour Management system is implemented in the department so that effective learning can take place. |
| **Teaching:** | * To undertake an appropriate programme of teaching in accordance with The Teacher Standards. * To continue and invest in your own personal development and CPD. |
| **Additional Duties:** | * To play a full part in the life of the school community to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example. * To actively take part in the appraisal system. |
| **OTHER CORE DUTIES:** | |
| The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition  We are a school that is fully committed to the safeguarding and well-being of all of our students and colleagues. | |