********The Deanery Church of England High School and Sixth Form College**

**Job Description: Assistant Head of English**

Reporting to: Head of English

Salary: TPS + TLR2b

Everyone at Deanery C.E. High School works to fulfil our School Improvement Plan. All teachers must fulfil the DfE Teacher Standards at all times and, where appropriate, the UPR Standards. You are required to carry out the duties of a schoolteacher as set out in the relevant sections of the latest School Teachers’ Pay and Conditions Document.

The Assistant Head of English will support the Head of English in the effective running of the faculty and the standards attained by students. A key aspect of this role is to support strong leadership of the faculty, ensuring high quality teaching and learning in the classroom, innovative and creative practice and the use of resources, assessment to support learning and the use of language to support learning, which encourages high standards and expectations. The postholder will model good practice in all aspects of classroom practice.

**Key Responsibilities**

1. To support leadership and management of the faculty.

2. To support student progress and attainment levels within the faculty.

3. To support strategies which are in place to maximise levels of attainment in the faculty for all students.

4. To support the practice of other members of staff in the faculty.

5. To actively promote the school and liaise with outside agencies as necessary.

6. To maintain a presence around school to ensure that the highest standards of behaviour and site-usage are upheld.

7. To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate.

8. To maintain a teaching timetable, modelling practice in terms of classroom teaching, preparation, marking and assessment.

9. To demonstrate a commitment of Equality of Opportunity for all members of the school community.

**Curriculum & Assessment**

1. To assist with the creation of an engaging and challenging curriculum that enables all students to enjoy the subject(s) and achieve at the highest level, supported by detailed schemes of work which ensure consistency and coherence across teaching in the faculty.

2. To teach and model the delivery of lessons that motivate and inspire pupils, equipping them with the knowledge and skills needed to achieve at the highest levels.

3. To assist with the review of the curriculum, involving subject staff and students.

4. To be aware of national developments in each subject area and key stage and teaching practice and pedagogy.

5. To be aware of curriculum developments and initiatives at national, regional and local levels.

6. To support regular, relevant and diagnostic assessments for students.

7. To support the Head of Faculty in ensuring that all student data is understood, interpreted and utilised by all faculty staff to modify planning and personalise support.

8. To support the Head of Faculty in ensuring that a comprehensive and rich programme of enrichment and extension activities, trips and visits are offered to and taken up by students.

9. To support the Head of Faculty in ensuring that statutory requirements are met.

10. To support the Head of Faculty in ensuring that faculty staff are marking, assessing and providing feedback in line with best practice and school policy at all times.

**Monitoring & Evaluation**

1. To support the effectiveness of teaching and learning within the faculty through regular lesson observations, book scrutinies and other data collection methods.

2. To support the Head of Faculty with regular reviews of the attainment and progress of all students, groups and sub-groups and assist with the planning and implementation of support and interventions.

3. To liaise with appropriate parties regarding support for student progress.

4. To ensure all school policies are implemented consistently by faculty staff.

**Leadership**

1. To support colleagues in the faculty in formulating aims, objectives and strategic plans for the team which support and complement those of the school.

2. To assist with the production of an annual Faculty Improvement Plan and support monitoring and evaluation of its delivery and impact.

**Staff Development**

1. To support the development and training of all faculty staff, ensuring that their CPD needs are met.

2. To assist with a structure for mentoring, coaching and line managing staff in the faculty, including NQTs and ITTs as appropriate.

3. To promote teamwork and motivate staff to ensure effective relationships.

4. To assist with effective team meetings with relevant agendas, centred on teaching and learning and raising attainment.

**Other**

1. To be a form tutor.

2. To undertake any other professional duties as set down by the school’s Pay & Conditions of Service document and as directed by the Headteacher.

3. To undertake the main professional duties of a teacher.

4. To meet the expectations of all staff as laid out in the school’s Code of Conduct.

5. To uphold all school policies with consistency and diligence.