

**Job Title:** Assistant Head of English Faculty  
**Accountable to:** Head of English Faculty  
**Pay Grade:** TLR 2a (£2,693) / 2b (£4,475) according to skills and experience

**General Responsibilities:**

- Promote excellence, equality and high expectations for all students
- Evaluating student performance at Key Stage 4 and Key Stage 5 and identifying priorities for improvement.
- Play a driving role in devising and delivering leadership and direction for designated areas within the English Faculty.
- Develop Schemes of Learning and support colleagues with resources which are engaging, motivating and inspiring for all students.
- Support the Head of English Department in undertaking day-to-day management, organisation and administration tasks for the faculty.
- Deputising for the Head of English Department in their absence
- Appraising performance as part of Appraisal process
- Participating in lesson observations and other quality assurance activities
- Touring the English Faculty lessons regularly, taking the necessary action to ensure the schools ethos is maintained and non-negotiables are in place
- Continuing self-development and participate in training and development activities
- Provide up to date data relating to areas of responsibility and information for Guided Pathways, school's website etc.

**Line management/coaching:**

- Provide support to teachers teaching across the English Faculty

**Specific role Responsibilities:**

- Regularly review key marginal students and use resources available to motivate staff and students.
- Co-ordinate the Intervention/Revision Programme for the English Faculty.
- Meet with parents where appropriate.
- Co-ordinate work for intervention and support.
- Train/support staff on effective intervention strategies and effective use of data for the English Faculty.
- Develop focussed assessments and structured teaching to maximise impact, ensuring progress checks are cumulative and staff understand level/grade boundaries and mark rigorously to assessment criteria for subjects within the English Faculty
- Develop a bank of best practice interventions with and for staff
- Meet with the Head of English Faculty and staff to agree targets, interventions and feedback on individual students who are key to overall achievement targets
- Support English staff in use of Huddle, and ensure all staff are utilising resources available
- Support staff in ensuring that professional predictions are accurate within the Faculty.
- Ensuring that students within the English Faculty are fully prepared for their internal and external assessments
- Monitor and take action where group performance is below expectations. Liaise with Head of English Faculty, Pupil Premium Lead and SENCO to ensure all students make progress.
- Identify via PiXL, and put in place a range of strategies, that will ensure staff are confident and competent in extending our more able students.
- Help organise English Faculty for events such as Open Evening, etc

## **PERSON SPECIFICATION : Assistant Head of English Faculty**

### **Training, Qualifications and Experience**

#### **Essential**

1. Experience of working within a English Faculty or improving students' outcomes in English and/or Media/Film at KS4 and/or KS5
2. Experience of improvement planning for student progress and monitoring the impact of Schemes of Learning, Teaching and Learning and interventions.
3. Some experience of leadership and management, including the ability to lead, motivate and support a staff team.
4. Evidence of a sound knowledge of effective teaching and learning strategies.
5. Qualified Teacher Status.

#### **Desirable**

1. Experience of liaising with a range of staff across the school to further students' progress and outcomes.
2. Led staff training.

### **Professional knowledge and understanding**

#### **Essential**

1. An understanding of the importance of effective planning and differentiation for English and/or Media/Film at KS4 and/or KS5
2. Knowledge of the range of interventions strategies which impact on students' progress and outcomes at KS4 and/or KS5
3. To secure progress in own lessons
5. An understanding of the Ofsted framework.
6. Knowledge of statutory responsibilities including safeguarding.

#### **Desirable**

1. To be able to evaluate good teaching and learning in other's lessons and provide supportive and constructive feedback to secure improved staff practice and student outcomes

### **Abilities and skills**

#### **Essential**

1. Ability to use assessment data to analyse students' progress to secure improved outcomes
2. Ability to use comparative data to inform school improvement and intervention planning.
3. Show excellent time and management skills and analyse, prioritise and meet deadlines.
5. Ability to communicate clearly both verbally and in writing.
6. Ability to use IT to support work organisation.
7. Ability to work with all stakeholders.
8. Ability to communicate effectively with a range of stakeholders, teachers; such as scheduled English team, Pupil Premium Lead, SENCO; parents/carers and students

### **Personal qualities**

#### **Essential**

1. A commitment to improving student progress and outcomes
2. Positive and resilient with drive, integrity and a cheerful disposition.
3. Ambitious and diligent professional who can motivate and inspire others (students, colleagues, parents/carers).
4. Approachable, able to listen and reflect on the needs of the stakeholders.
5. Excellent presentation and inter-personal skills.
6. Commitment to safeguarding and promoting the welfare of children.
7. A commitment to own professional development and that of the whole staff.
8. Ability to organise, plan and prioritise time effectively.