

Oakwood Park Grammar School

Assistant Subject Leader for English Job Description

Responsible for: Assisting the Subject Leader in the Leadership and Management of the English Department and all relevant personnel within the department.

Responsible to: Subject Leader English

Responsibilities:

- To liaise with the Subject Leader and the DHT responsible for line managing the English Department.
- To undertake performance management reviews and line manage assigned members of the department.
- To deputise for the Subject Leader as appropriate with regards to the effective day to day management of the curriculum, including deployment of staff and resources and making appropriate arrangements for classes in the event of staff absences for effective continuation of students' learning.
- To support the Subject Leader in building and maintaining effective teamwork within the curriculum area especially through the establishment of good communication systems, sharing of good practice and innovative use of meeting and training times.
- Lead, manage and support staff and pupils within the subject area to sustain motivation and commitment to high standards of learning and care.
- To ensure effective communication/consultation with pupils and parents across the English Department
- To lead the development and implementation of appropriate syllabi, schemes of work and resources to ensure the provision of a broad, balanced, relevant Year 7-13 English curriculum as delegated by the Subject Leader.
- To monitor the quality of teaching and learning across the English Department to achieve high standards and ensure consistency.
- To support the Subject Leader with the completion of the English progress dashboards
- In response to performance data, put intervention strategies in place in English to support students in fulfilling their potential.
- To ensure that teachers are aware of the needs of all pupils and groups and to make provision for this in their planning.
- To ensure that knowledge of developments in the curriculum area and current understanding of how students learn most effectively is personally maintained and disseminated to other teachers.
- To promote and monitor, within the department, school policies related to issues of literacy, numeracy and the use of ICT; homework; lesson planning; record keeping and matters of health and safety, including the maintenance of attractive teaching environments.
- To ensure opportunities are explored to develop students' awareness and use of English beyond the classroom.
- To oversee the English Department's contribution to the school Enrichment Programme.
- To support the Senior Leadership Group by playing a full part in the life of the school community, supporting the school aims, ethos, policies, procedures and routines.
- To participate in the selection process for departmental appointments and support the effective induction of new staff in accordance with school procedures.
- Be a positive, professional role model. Lead by example through the teaching of high quality lessons across the 11-18 age range.
- It is equally important that the Assistant Subject Leader is able to identify his/her own personal and professional development needs and be able to set and achieve his/her own professional objectives within a supportive school environment.

Each individual task may not have been identified and outlined within the main duties and responsibilities above. It would be expected that an Assistant Subject Leader would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description. The job description will be reviewed annually.

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 subject to a satisfactory Enhanced Disclosure Barring Service Check. (DBS)