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| JOB DESCRIPTION: | ASSISTANT SUBJECT LEADER ENGLISH KS5 |
| SALARY RANGE: | MPR/UPR + TLR 2(b) |
| L&M TIME ALLOWANCE: | 2 PPC |
| STATUS: | PERMANENT |
| RESPONSIBLE TO: | SUBJECT LEADER OF ENGLISH |
| RESPONSIBLE FOR: | ALL STAFF TEACHING IN SPECIFIC AREA OF RESPONSIBILITY |

JOB PURPOSE:

Huntington School needs its Teaching and Learning Responsibility Post Holders to be leaders as well as managers. In supporting their Subject Leader, Assistant Subject Leaders should be key players within their departmental teams contributing to a shared sense of loyalty, enjoyment and of pride in that team's professional development and in their ability to deliver the school's core purpose. Assistant Subject Leaders have the responsibility to lead and manage the work of others so that any student learning in any area of the department for which they have responsibility becomes a confident, successful learner who will thrive in a changing world.

This job description is in two parts. The first part identifies the particular area/s of responsibility that the post holder has had delegated to them. The second list gives more details of the specific responsibilities.

Allocated areas of particular responsibility as specified by the Subject Leader:

- The key focus of this post is to take responsibility for the teaching of English in Key Stage 5. These responsibilities should be exercised in such a way that all pupils of whatever ability can make progress in English and achieve significantly higher than national average value-added. *The postholder will also support the Subject Leader across the whole department.*

Specific Responsibilities

- **Self-Evaluation:** As a TLR Post Holder to undertake thorough self-evaluation of the specific delegated
- areas of responsibility through systematic: lesson observations; work reviews; area specific Self-Evaluation Form; and data analysis, in accordance with the whole school Self Evaluation system.
- **Teaching:** To take first responsibility for the quality of teaching of all groups in the specific areas delegated. This includes monitoring the quality of teaching through formal Self Evaluation systems, including the school's Performance Development policy where appropriate; then to use the results of this self-evaluation to contribute to the improvement of the performance of the department.

- **Learning:** To take first responsibility for the quality of learning in the specific areas delegated. This includes a responsibility for overseeing the monitoring and assessment of student progress and the implementation of strategies to raise levels of student achievement.
- **Curriculum:** To take first responsibility for the quality of schemes of work in the specific areas delegated ensuring that the curriculum meets the needs of the range of students taught by the department and provides sufficient structure to allow teachers in the department not only to plan their own lessons but to be able to rely on what their classes have already been taught.
- **Examinations:** In liaison with the School's Examination Manager the post holder takes first responsibility for ensuring that arrangements are in place to make sure that each student is entered for the right examination in any areas specifically delegated to the post holder.
- **Subject Enhancements:** It is the responsibility of the post holder to assist with and/or organise curricular trips and other enhancements that support the work of the department.
- **Departmental Organisation:** The post holder is responsible for making sure that any information relevant to their specific areas of delegation is clearly written into the departmental handbook. The post holder should also provide the lead in departmental meetings for their specific areas of delegation.
- **Managing Support Staff:** In liaison with the Subject Leader it is the first responsibility of the post holder to allocate tasks and review work done in their specific areas of delegated responsibility so that support staff colleagues are guided in how to provide effective support for the teaching staff.
- **Reports:** It is the first responsibility of the post holder to advise members of the department on how to write reports in their specific areas of delegated responsibility.
- **Staff Appointments:** Where the Subject Leader requests support in making staff appointments it is the responsibility of the post holder to provide that support. This may involve interviewing, giving information or any of the other appointment activities.
- **Supporting the Subject Leader with departmental discipline:** It is the responsibility of the post holder to assist with departmental discipline when required to do so by the Subject Leader.
- **Deputising for the Subject Leader:** If the Subject Leader is absent from school it is the responsibility of the post holder to deputise for them.
- **Student References:** The post holder is responsible for providing high quality student references in Key Stage 5 to assist with UCAS and other student applications to further education.
- **Departmental Budget:** It is the responsibility of the post holder to manage any budget delegated to them by the Subject Leader and to be responsible for maximising the use, retention and maintenance of any resources they buy.
- **The Learning Environment:** It is the responsibility of the post holder, working with support staff, to enhance any areas of learning environment delegated to them by the Subject Leader.

SCHOOL VALUES

The post holder will subscribe to the notion that *we want all members of our School community to value:* Respect; Honesty; Kindness and to believe in the limitless potential of people.

GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required, and sometimes at short notice, that is not described here. All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, City of York, School and Department policies. The post-holder is expected to be part of the whole-school staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.

Signed: _____ (Post Holder)

Signed: _____ (Operational Line Manager) Date: _____