



JOB DESCRIPTION

POST: Assistant Head of English

GRADE: TLR 2.3

REPORTS TO: Head of Department

Post Summary

- To be accountable for the learning and achievement of all students in a Key Stage.
- To provide high quality leadership and management for a Key Stage in English education within the Academy.
- To develop effective partnership working with other staff to secure high levels of student progress.
- Mentor junior staff and trainee teachers.

Duties and responsibilities:-

- Support the Head of Department in his/her key role and undertake reasonable tasks requested.
- To deputise for the Head of Department as required.
- To ensure high standards of learning and teaching and academic attainment and progress for all students within the curriculum area.
- To implement an effective assessment system within the curriculum area in question.
- To work with colleagues to develop innovative and engaging schemes of work, lesson plans and related learning resources that accelerate student progress.
- To take a significant part in the development, delivery and the promotion of the Curriculum Area.
- To assist in the management of the resources of the Department within the limits of the delegated budget and in accordance with the Academy's financial procedures.
- Along with the Head of Department, to devise and implement quality assurance systems, including regular learning observations.
- To contribute to the co-ordination and implementation of the Academy's enrichment curriculum.
- To undertake and support subject-specific staff training and professional development within the curriculum area in question.
- To support the development of the use of ICT within the curriculum area.
- To contribute to the Academy Development Plan and self-evaluation processes as required.
- To work with all members of the Behaviour Team when student's progress is limited by negative attitudes, misbehaviour, unsatisfactory attendance and punctuality, long term

illness or other factors so that effective appropriate intervention strategies can be put into place

- Manage a subject/ Key Stage/ aspect of delivery in line with the TLR 2.3 job description.

Responsibility for a Key Stage in Science to include:

- Liaison with outside agencies
- Organisation of enrichment activities
- Study support
- Overall responsibility for Schemes of Work and assessment including Assessment for Learning
- Responsibility for examination entries, changes to entries and results queries
- Overall responsibility for Key Stage results
- Update set lists
- Monitor Key Stage provision in subject

In addition to the above, the Second in Department is required to fulfil the general duties of a main scale teacher.

The Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.