



Glenmoor & Winton Academies

High Achievement – High Standards

Part of United Learning

JOB DESCRIPTION

Post:	South Coast English Advisor
Responsible to:	Principal and United Learning National English Advisor
Salary Range:	Leadership Spine – highly competitive and negotiable

Purpose:

- Is able to influence English strategy and pedagogy beyond a single school setting by working alongside other schools on the effective delivery of the English curriculum
- To monitor and support the overall progress and achievement of students in English across both Glenmoor & Winton Academies, Carter Community School and other United Learning South Coast Schools
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential in English
- To support and lead when necessary English strategies across multiple school settings
- To lead on supporting the work of departments in seeking to continuously improve the quality of classroom English teaching
- To contribute to raising standards of achievement and maximising student attainment in English across Glenmoor & Winton Academies, Carter Community School and other United Learning South Coast schools
- To be committed to the safeguarding of children across the Multi Academy Trust

Main Core Duties:

- To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of students
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in English departments across a number of Academies
- To link with other United Learning English advisors on a regular basis in order to share best practice and use this best practice to influence performance at Glenmoor & Winton Academies, Carter Community School and other United Learning South Coast Schools
- To role model and uphold the values and expectations associated with leaders across the Academy chain
- To contribute to the English advisor teams process of self-review, evaluation and improvement planning activities for the benefit of English achievement across the South Coast
- Use Glenmoor & Winton Academies as the home school and teach high quality English lessons within this school context

Executive Principal: Mr Ben Antell

Principal: Mr Stuart Ingram

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Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

Glenmoor and Winton Academies
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Curriculum Provision:

- To assist Heads of Department in order to ensure that the English curriculum provides a range of teaching and learning which complements the Academies strategic objectives and pupil achievement

Staff Development:

- To take part in the school's staff development programme by participating in arrangements for further training and professional development both at Glenmoor & Winton, Carter Community School and within the subject advisor network in United Learning
- To continue personal development in the relevant areas including system leadership, influencing from afar, coaching, mentoring and leading in the effective implementation of geographical pedagogy
- To engage actively in the appraisal review process both at Glenmoor & Winton, Carter Community School and within the United Learning subject network English team
- To ensure the effective/efficient deployment of advisor time in collaboration with Glenmoor & Winton Academies, Carter Community School and United Learning
- To work as a member of a designated team and to contribute positively to effective working relations within the schools across the trust

Quality Assurance:

- To adhere to and to help to implement school and group wide quality procedures
- To contribute to the process of monitoring and evaluation of departments in line with Trust procedures, including evaluation against quality standards and performance criteria
- To implement modifications and improvement where required to the teaching and learning demonstrated within different English departments
- To take part, as may be required, in the review, development and management of activities relating to the English curriculum, organisation and structures

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for the work completed as an English Advisor
- To support the work of leadership teams at all schools being supported
- To ensure the English Advisor is an integral part of the schools and Trusts Teaching and Learning English advisor team

Teaching:

- To teach students English according to their educational needs
- To use and share teaching strategies which will engage and challenge students appropriate to their needs and the demands of the English syllabus

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- To undertake a designated programme of teaching at Glenmoor & Winton Academies & Carter Community School as is required by the schools
- To ensure a high quality learning experience for students which meets internal and external quality standards
- To maintain good order, discipline and respect for others; to promote understanding of the school and Trusts rules and values; to encourage good practice with regard to punctuality, behaviour, standards of work; to safeguard health and safety and to develop relationships with and between students conducive to optimum learning
- To undertake assessment of students as requested by external examination bodies, department and school/ United Learning procedures

Other specific duties:

- To play a full part in the life of the school, community and Multi Academy Trust to support its strategic commitment, purpose and intent and to encourage staff and students to follow this example
- To promote actively the school and United Learning policies
- To continue personal and professional development
- To actively engage in the school and United Learnings self-review and evaluation processes
- To attend meetings as determined and directed by the Principal and National English Advisor
- To undertake any other duty as specified by the Principal / National English Advisor
- To comply with United Learnings procedures concerning safeguarding and to ensure that training is accessed when appropriate

April 2019

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