Job Description

Post title:	Assistant Subject Leader-English Literature KS3
Reporting to:	Subject Leader
School:	Walton High
Line management:	Teacher of English

Main purpose of the job:

Be responsible for the day to day leadership of English Literature KS3 at one or other of the Walton High sites. Working with Subject Leaders of English to:

- Improve the quality of Teaching and Learning and improve outcomes for students
- Support colleagues to embed AfL, Building Learning Power and student centred learning that is at the heart of Walton High's Learning and Teaching Policy. This to be achieved through modelling best practice, mentoring and coaching.
- Monitor, evaluate and be accountable for the quality of Teaching and Learning.
- Ensure that Policies and Practice to Support Outstanding Learning are implemented consistently.
- Establish clear targets for students' achievement, and evaluate progress and achievement by all students.
- Use data effectively to identify students who are underachieving and, where necessary, create and implement effective plans of action to support those students.
- To support the wider aims of the Milton Keynes Educational Trust.

To be read in conjunction with the professional duties set out in the current *School Teachers' Pay and Conditions Document.*

Duties and responsibilities

To support the Subject Leader in:

- the leadership, management and development of the Curriculum Area across all Key Stages.
- To contribute to the formulation of the Subject Improvement Plan in response to the School Improvement Plan
- ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for English students.
- effectively managing and deploying teaching/associate staff, financial and physical resources within the subject to support curriculum provision.
- raising standards of student attainment and achievement across English
- actively monitoring and supporting student progress
- developing and enhancing the teaching practice of others teaching English
- operating effective self-evaluation processes which lead to improvement .

Specific Responsibilities

- to effectively lead and manage English Literature KS3
- to lead the planning and delivery of enrichment activities and Advanced Learning Days for English
- to liaise with Primary Partner schools and contribute to transition, including Summer School
- To participate in the induction of trainees, NQTs and staff new to the Curriculum Area

Other

- To have professional regard for the ethos, policies and practices of the school and Trust, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Principal

All MKET teachers are required to carry out the responsibilities of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document.* Teachers should also comply with the Teachers' Standards. A teacher's performance will be assessed against the teachers' standards and individual performance objectives as part of the appraisal process as relevant to their role in the school.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Assistant Subject Leader

Person Specification

Criteria	Essential	Desirable	Method of Assessment
Qualifications	Good honours degree in English QTS	Post graduate qualification Evidence of continuing professional development	Application form and letter
Experience	Experience of teaching across the age and ability range Experience of contributing to enrichment activities Experience in the successful use of ICT in the classroom	Experience as a GCSE or A Level examiner Involvement in or leadership of developments at Curriculum Area or whole school level	Application form and interview
Philosophy	Commitment to improving outcomes for students and raising achievement Commitment to self evaluation and continuous improvement Belief in the positive difference high quality education can make to young people's lives		Application form and interview
Professional knowledge and understanding	Understanding of requirements of KS 3 / KS 4 programme of study Understanding of English syllabi at KS 3 and 4 and exam board requirements Understanding of what constitutes added value	Experience of successfully mentoring colleagues to improve their practice	Application form and interview

	in an educational context Awareness of how to use comparative data to bring about improved outcomes for young people To be able to plan and deliver consistently outstanding lessons		
Community Links	Commitment to providing high quality learning opportunities for the whole community		Application form and interview
Skills, attributes and personal qualities	Ability to inspire the confidence of students, parents and colleagues Ability to give and receive feedback and act to improve own performance and that of others Ability to ask for advice and support when necessary Ability to plan ahead, work to deadlines and under pressure Excellent attendance and punctuality record		Application form and interview

Walton High was established with the intention of innovating, continually drawing on best practice and being open-minded to new ideas and situations. We are genuinely interested in distinctive and dynamic methods of teaching and learning.

Dress Code

Principles

Walton High recognises the importance of personal appearance in setting high expectations and a positive tone. This is reflected in our Dress Code for staff and students.

Practice

All members of staff at Walton High follow a professional dress code. The formal standard of dress required of students has implications for how we as staff dress.

Male staff are expected to wear a jacket and tie when working with students in a classroom context. Similarly, whilst business suits are not essential for female staff, a similar level of smartness is expected. Extremes of fashion in clothes, hairstyle and jewellery should be avoided. In warmer weather the Principal may inform male staff that jackets and ties are not necessary. All staff should ensure that in warmer weather they are still suitably attired in smart professional dress, this means that flip-flops, short skirts and cropped tops / trousers and shorts should not to be worn.

General Requirements

All school based posts are defined as Regulated Activity and therefore the post is subject to an Enhanced with Barred List DBS check.

All employees are expected to share this commitment, to follow MKET's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

Commitment to uphold MKET's Equality and Health and Safety policies.

All staff must follow the MKET Code of Conduct.

All staff must have an understanding of the requirements of Data Protection and confidentially in the workplace.