



Benton Park School



JOB DESCRIPTION

ASSISTANT DIRECTOR OF ENGLISH

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| Name: | |
| Subject: | |
| Allowances: | L 2-6 |
| Responsible to: | Director of English |
| Line Manage: | |
| Review Date: | |

PURPOSE OF THE JOB

To assist the Headteacher with the management and organisation of the school in seeking to achieve the highest standards of student achievement and school efficiency.

To assist the Director of English to lead the Faculty of English ensuring that there is a climate of continuous learning for all and that this ensures students are able to succeed in fulfilling their potential. To support a diverse range of enrichment and engagement activities to ensure that the opportunities available for all maximises student progress and potential.

To be an active member of the Extended Leadership Team.

Maintain a highly visible and professional profile within the School.

All members of the Extended Leadership are expected to fulfil the requirements of the generic job description alongside the more specific areas outlined within this job description.

Job Purpose:

- To deputise for the Director of English.

To support the Director of English in the following:

- Develop a shared vision for English that 'creates a climate for great learning, success and opportunity'
- Support, develop and hold accountable a team of English teachers and provide professional leadership and management of the English faculty in order to secure high quality teaching and improve standards of learning and achievement of all students.
- To play a full part in the life of the school community and support the achievement of its vision and aims. To contribute to the distinctive ethos of Benton Park School and to encourage staff and students to follow this example

The specific responsibilities include:

Curriculum and Curriculum Planning

- To ensure the delivery of an effective, high quality and cost effective English, Media and Film Studies curriculum
- In collaboration with members of the faculty, produce a Faculty Development Plan
- To review progress against the Faculty and School Development Plans in order to contribute to whole school improvement
- To engage all faculty staff in the creation, development and consistent implementation of effective schemes of work
- To work with subject specialist in the faculty to ensure effective preparation and assessment of internal examinations including faculty moderation and standardisation
- To keep up to date with all relevant assessment requirements and co-ordinate the process of preparing students for external examinations. This includes the internal and external moderation and the completion of the required documentation for the awarding body.
- To liaise with subject specialists in collaboration schools, Higher and Further Education, Industry, Awarding Bodies and other relevant external agencies as appropriate.
- To contribute to the overall development of the school's curriculum and other school policies, particularly from the perspective of the faculty area, advising SLT LM of national developments
- To contribute to PSHCE, Citizenship and equalities work of the whole school
- To deploy staff effectively, using their skills, qualifications and experience to enable the curriculum to be delivered to the appropriate level for identified groups/students

- To lead the co-ordination of appropriate arrangements for classes when staff are absent, liaising with other staff as necessary to ensure appropriate cover work is completed and the curriculum is delivered effectively

Teaching, Learning and Professional Development of Staff

- To model 'outstanding' teaching and learning. To lead the development and continued improvement of teaching and learning across the faculty, in line with the school's Teaching and Learning Policy, in order to secure 'outstanding' student progress.
- To maintain a personal commitment to professional development in order to facilitate the Teaching and Learning of the faculty team and to contribute to the school as a whole.
- To liaise with the Assistant Headteacher: Teaching and Learning to ensure that all staff are supported and are able to deliver consistently high quality teaching.
- To liaise with other senior leaders in order to lead the professional development of all staff in the team. To support and mentor staff, including ITT trainees and NQTs so that the Teacher Standards are met by all members of the team.
- Promote and encourage the use of technology to support Teaching and Learning.
- To implement strategies to ensure all staff utilise all opportunities to develop and improve the literacy and numeracy skills of students that they teach, in line with the school's policy.
- To implement, co-ordinate and quality assure educational enrichment activities within the faculty, including booster classes as appropriate to provide a breadth of experience that will improve student enjoyment, learning and progress.
- To ensure that the school's Performance Appraisal Policy is implemented effectively throughout the whole faculty

Self-Evaluation and Quality Assurance

- To monitor and evaluate all aspects of the faculty to ensure there is an accurate understanding of the strengths and areas for development to inform improvement planning
- To work with staff in the faculty to regularly analyse student progress and attainment data, at student, teaching group and subject level, in order to identify and address any underachievement and support 'outstanding' achievement for all students within the faculty. To use the results of this analysis to inform improvement actions.
- To communicate effectively with all members of the faculty so that they are familiar with, and work in line with, the aims and objectives of the faculty and the school. To promote whole school initiatives and maintain the consistent implementation of faculty and whole school policies and procedures.

- To monitor the work of all members of the faculty and check the implementation of school policies, e.g. setting of homework, marking of students' work and the assessment and recording of progress. To involve staff in the review and evaluation of their own work, including the standards and progress of students that they teach.
- To utilise the school systems and procedures to challenge underperforming staff, providing or brokering the appropriate support and professional development to improve performance. To refer on-going underperformance to the appropriate member of the Senior Leadership Team
- To oversee the work of associate staff in the faculty as appropriate to ensure high standards and maximise impact on student learning and progress.

Student Progress and Well being

- To liaise with senior leaders, extended leaders and faculty staff to ensure that the needs of all students are met, so that they are able to fulfil their potential and make 'outstanding' progress
- To ensure that appropriate challenging targets are set for all students and that high expectations and high standards are maintained across the faculty
- To lead and work with faculty staff to monitor and support the overall progress, attendance, development and wellbeing of students within the faculty to ensure equality of opportunity. To ensure that appropriate action is taken if there are any issues or concerns.
- To support the school's Attitude to Learning Framework, to maintain a positive environment for Teaching and Learning.
- To ensure effective communication with parents/carers so that they are advised and informed of their child's progress as appropriate

Resource Management

- To ensure that the faculty's teaching commitments are effectively and efficiently timetabled and roomed within the constraints of the school
- To monitor 'best value' expenditure and decide on the priorities for the spending of faculty capitation in consultation with other members of the team
- To effectively deploy Curriculum Support Staff in controlling the stock of books and equipment etc. ensuring the inventory is up to date and that financial regulations in terms of requisitions and stock control are adhered to.
- To oversee the maintenance of records on capitation spending and commitment to ensure proper financial control

Whole School Responsibility

- Under the direction of the Headteacher, there will be a specific whole school responsibility.

Enrichment and Engagement

- To lead trips, extra-curricular and enrichment activities for all Key Stages to ensure they are fully engaged in all aspects of their learning and development.

HEALTH & SAFETY

Assistant Directors will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work and ensure that they lead their faculty in Health and Safety requirements

THE STATUTORY REQUIREMENTS

The appointment is subject to the current conditions of employment for Assistant Head teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

VARIATION IN ROLE

Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the School's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the postholder.

The School (and the Local Authority) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Signed

Date

PERSON SPECIFICATION

Job Title: Extended Leadership: Assistant Director of English

| KEY CRITERIA | ESSENTIAL | DESIRABLE |
|--|---|--|
| Qualifications & Experience | <ul style="list-style-type: none"> • education to degree level or equivalent • QTS • an excellent track record of recent, relevant professional development • responsibility for an area of whole school performance • experience of effective teaching and performance. • outstanding practitioner | <ul style="list-style-type: none"> • innovative use of resources |
| Leadership & Management | <ul style="list-style-type: none"> • experience of working as a strong leader and as a member of a team in an educational setting • innovative approaches to working with students, parents, staff and other stakeholders • initiate, lead and manage change programmes • prioritise, plan and organise • direct and co-ordinate the work of others • set high standards and provide a role model for students and staff • deal sensitively with people and resolve conflicts • a commitment to an open and collaborative style of management | <ul style="list-style-type: none"> • motivate all those involved in the delivery team • liaise effectively with other organisations and agencies |
| Knowledge & Understanding | <ul style="list-style-type: none"> • the principles behind the Core Purpose in the JD and their potential for raising standards • the principles and practices of strategic and operational planning and delivery • effective review and evaluation procedures | <ul style="list-style-type: none"> • different methods of consulting with stakeholders • professional and community links • the application of ICT to effective management and learning • strategies for ensuring equal opportunities for staff, students and other stakeholders • effective use of mentoring and coaching to raise standards |
| Communication Skills | <ul style="list-style-type: none"> • communicate the vision of the school to a range of stakeholders • negotiate and consult fairly and effectively • develop and manage good communication systems • communicate effectively orally and in writing to a range of audiences | <ul style="list-style-type: none"> • develop, maintain and use an effective network of contacts |

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| Decision Making and Judgement Skills | <ul style="list-style-type: none"> • make decisions based on analysis, interpretation and understanding of relevant data and information • demonstrate good judgement | <ul style="list-style-type: none"> • think creatively and imaginatively to anticipate, identify and solve problems |
| Personal qualities | <ul style="list-style-type: none"> • a commitment to inclusive education • evident enjoyment in working with young people and their families • empathy in relation to the needs of the school and the local community • ability to inspire confidence in staff, students, parents and others • adaptability to changing circumstances/new ideas • reliability, integrity and stamina • personal impact and presence • prioritise and manage own time effectively • work under pressure and to deadlines • seek advice and support when necessary | <ul style="list-style-type: none"> • achieve challenging professional goals • personal ambition and potential for further promotion • intellectual ability and curiosity • determination to succeed and the highest possible expectations of self and others • vision, imagination and creativity • resilience and perspective |