



## **PRIMARY ADVISER - ENGLISH**

This is a senior leadership role within the Trust

Job Description & Person Specification

September 2019

## Job Description

Job Title:	<b>Primary Adviser - English</b>
Accountable to:	<b>CEO</b>
Salary:	<b>L5 – L10</b>

### Core Purpose

To drive an agenda which raises standards, expectations and quality of provision in English for all pupils within Cirrus Primary Academy Trust.

As a key leadership role, the post holder will add leadership capacity to the Trust and will be instrumental in the school improvement agenda.

The CEO of the Trust will undertake performance Management of the Primary Adviser - English.

### Key Priorities

- Share in the leadership and management of Cirrus Primary Academy trust, under the direction of the CEO.
- Lead an English Team across Cirrus Primary Academy Trust to support English teaching and curriculum development.
- Lead in ensuring the highest standards and expectations with regard to the planning, assessment and delivery of the curriculum to all pupils, including pupils with SEND, and including those within SEN base provisions.
- Support English leaders in each school within Cirrus Primary Academy Trust.
- Develop the capability of leaders.
- Provide CPD for staff.
- Facilitate networking for staff and moderation of pupil outcomes.
- Support staff in the classroom.
- Model outstanding teaching & learning and assessment.
- Be at the forefront of education, working with national organisations and disseminating information within the Trust.

### Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document, which should be read in conjunction with this document.

The Primary Adviser will:

1. Lead and work alongside staff as a whole, including other Trust staff, teachers and teaching assistants;
2. Work with the Head Teachers/Heads of Schools, Deputy Head Teachers and other Assistant Head Teachers at academies within the Trust to lead and manage across the academies;

3. Be an exemplary class teacher and take a lead in ensuring excellent professional practice across Cirrus Primary Academy trust;
4. Be responsible for ensuring the effective use of assessment and monitoring of standards and attainment for pupils in English, including vulnerable groups, across Cirrus Primary Academy Trust;
5. Collect and interpret assessment data for all pupils. Ensure all leaders within the Trust have correctly identified pupils who are not making sufficient progress and support staff in implementing an effective plan of support;
6. Monitor and evaluate the effectiveness of the curriculum for pupils in English;
7. Work with the CEO and other trust staff to oversee the successful implementation of new initiatives, taking full account of relevant national and local agenda;
8. Lead training courses and cluster meetings;
9. Attend in-service training courses and disseminate the information gained among the staff;
10. Keep abreast of educational thought in relation to English and disseminate the information among staff;
11. Update the Senior Leadership Team, Head Teachers/Heads of Schools, CEO and Local Governing Boards/Trust Board on the effectiveness of provision for English within Cirrus Primary Academy Trust;
12. Ensure equal opportunities with regard to all aspects of practice and provision;
13. Undertake any other duties as may reasonably be directed by the CEO;
14. Work outside the Trust as requested to support other schools as above;
15. Participate in any arrangements for the appraisal of your performance as a primary adviser and commit to furthering your professional knowledge and skills through identification of training needs and participating in further training;
16. Ensure that relationships with officers of the Local Authority and with other educational establishments and the local community are developed and maintained.

## **Key Accountabilities**

### **STRATEGIC DIRECTION/DEVELOPMENT**

To work with the CEO to develop a strategic view for the Trust in its community and amongst its schools, and analyse and plan for its future needs and further development within the local, national and international context.

### **TEACHING AND LEARNING**

To work with senior leaders to secure and sustain effective teaching and learning throughout the schools within the Trust, monitor and evaluate the quality of teaching and standards of pupils' achievement, and use benchmarks to set targets for improvement.

### **LEADING AND MANAGING STAFF**

To take responsibility for specific aspects of the leadership, motivation, support, challenge and development of staff in order to secure improvement.

## **EFFICIENT DEPLOYMENT OF STAFF AND RESOURCES**

To undertake specific responsibilities in the deployment of people and resources efficiently and effectively to meet specific objectives in line with the Trust's strategic plan and financial context.

## **ACCOUNTABILITY**

To assist the CEO and Finance Director in accounting for the efficiency and effectiveness of the Trust to the Trustees and others, including pupils, parents, staff and the local community.

# **Person Specification**

## **Essential Requirements**

1. Qualified Teacher Status.
2. English Language or English Literature at A' Level (or equivalent).
3. Experience as a leader for at least five years.
4. Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children.
5. Evidence of substantial, sustained, outstanding teaching across the primary school age range over a prolonged period, demonstrating credibility.
6. Proven ability to raise standards in classrooms other than their own.
7. Experience of leading teaching and learning initiatives beyond their own classroom.
8. Experience of giving effective feedback to colleagues about professional performance.
9. High level personal organisation and time management skills.
10. A full understanding of the National Curriculum and its assessment requirements.
11. A vision for the development of teaching and learning.
12. Awareness of the latest developments and initiatives in education.
13. An awareness of recent national initiatives aimed at raising achievement and school improvement strategies relating to curriculum and / or inclusion.
14. An ability to establish positive working relationships with colleagues and pupils through modelling very high levels of professionalism, commitment and integrity.
15. A firm commitment to Equal Opportunities.
16. Strong desire to learn and grow professionally.
17. High level self-awareness and interpersonal leadership skills.
18. Ability to identify and solve problems, generating a positive ethos amongst staff.
19. Evidence of further study and personal learning.
20. Experience supporting beyond your own school.

## **Desirable Requirements**

English at degree level (either as a subject or as a specialism).