Tolworth Girls' School & Sixth Form

Job Description

Post Title:	**Assistant Director of English & Drama**
Purpose:	• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students • To monitor and support the overall progress and development of students as a Leader / Teacher/ Form Tutor • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential • To contribute to raising standards of student attainment • To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth • To support the department through the induction of new staff, mentoring trainee teachers and taking part in QA processes • To have competence in, and further develop, levels of competency in the National Professional Standards for Teachers at the appropriate level through the school's performance management and professional development processes
Reporting to:	Director of English & Drama
Responsible for:	The provision and implementation of the Key Stage 3 curriculum alongside other responsibilities as directed by the Director of English & Drama
Liaising with:	Head/Deputies/Assistant Heads, Teaching/Support Staff LA representatives, External Agencies and Parents.
Working Time:	195 days per year. Full-time
Disclosure level	Enhanced

MAIN (CORE) DUTIES	
Operational/ Strategic Planning	• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Faculty. • To contribute to the Curriculum Area and faculty's improvement plan and its implementation. • To plan and prepare courses and lessons. • To contribute to the whole school's planning activities.
Curriculum Provision:	To assist the Director of English & Drama and the Senior Leadership Team, to ensure that the curriculum area provides a range of teaching that complements the school's strategic objectives.
Curriculum Development:	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Aims and Strategic Objectives.
<u>Staffing</u> **Staff Development:** **Recruitment/ Deployment of Staff**	• To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Performance Management Review process. • To ensure the effective/efficient deployment of classroom support • To work as a member of a designated team and to contribute positively to effective working relations within the school.
Quality Assurance:	• To help to implement school quality procedures and to adhere to those. • To contribute to the process of monitoring and evaluation of the curriculum area/faculty in line with agreed school procedures, including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To review from time to time methods of teaching and programmes of work. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
Management Information:	• To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc. • To complete the relevant documentation to assist in the tracking of students. • To track student progress and use information to inform teaching and learning.

Communications:	• To communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the school. • To follow agreed policies for communications in the school.
Marketing and Liaison:	• To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools. • To contribute to the development of effective subject links with external agencies.
Management of Resources:	• To contribute to the process of the ordering and allocation of equipment and materials. • To assist the Director of English & Drama to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, faculty and the students.
Pastoral System:	• To be a Form Tutor to an assigned group of students. • To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole. • To liaise with the Head of Year and other Guidance team staff to ensure the implementation of the school's Guidance System and pastoral care. • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. • To evaluate and monitor the progress of students and keep up-to-date student records as may be required. • To contribute to the preparation of Action Plans and progress files and other reports. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff • To contribute to PSHCE, citizenship, enterprise, and other cross-curricular themes according to school policy • To apply the Behaviour management systems so that effective learning can take place.

Teaching:	• To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere. • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To ensure that ICT, Literacy, and Numeracy are reflected in the teaching/learning experience of students • To undertake a designated programme of teaching. • To ensure a high quality learning experience for students which meets internal and external quality standards. • To prepare and update subject materials. • To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. • To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of students as requested by external examination bodies, departmental and school procedures. • To mark, grade and give written/verbal and diagnostic feedback as required.

Assistant Director specification	You would work alongside the Director and the Assistant Subject Lead to: • Implement a shared and clear vision for the department and use strategies designed to achieve this. • Provide a personal professional example in all aspects of work. • Establish clear strategic action plans to translate priorities into reality. • Analyse data and implement actions as a result of this • Contribute to the extra-curricular provision for English • Seek continuous improvement. • Establish the desired style of leadership and management based on consultation, delegation and accountability. • Involve staff fully in policy and decision-making by a collaborative style of management. • Develop colleagues by delegation and authority by specific developments. • Work to maintain a coherent team of mutually supportive staff. • Seek to promote the professional development and career aspirations of staff. • Provide regular positive feedback and appreciation for work. • Supervise the work of departmental staff to ensure a co-ordinated approach consistent with school and departmental policy. • Monitor and evaluate the work of staff by, for example: 1. Observe lessons and provide feedback 2. Monitor assessment data and support colleagues to develop their assessment practices. • Attend and lead meetings in accordance with the meetings timetable (working through the faculty). • Ensure meetings are productive and well-managed. • Maintain consistency in the application of departmental processes on marking, assessment, homework, language, presentation, etc., which are consistent with overall school guidelines across the department.
Other Specific Duties:	

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.