Turves Green Boys’ School

Associate Assistant Headteacher - English

Job Description

Salary L7 - L11 (£49,019 - £54,091)

1 Job Purpose

1.1 To assist the Headteacher and Deputy Headteacher in the overall leadership, management, organisation and administration of the work of the School.

1.2 To raise standards of and be accountable for student learning, progress and achievement for their faculty and to monitor and support student progress.

1.3 To lead, manage and develop the curriculum areas in the faculty, in liaison with the middle leaders in the faculty.

1.4 To evaluate and promote the achievement of students.

1.5 To develop and enhance the teaching practice of all others in the faculty, and across the school.

1.6 To manage and deploy effectively teaching and support staff, financial and physical resources within the faculty.

1.7 To liaise with SLT, curriculum leaders and parents.

1.8 To be responsible for the line management of their specific faculty.

1.9 To take a strategic role in supporting the needs of the whole school by developing a positive ethos and contributing effectively to the School Improvement Plan.

2 Key Duties and Responsibilities

2.1 To share the development and implementation of the school vision, aims and objectives through the whole school development planning process.

2.2 To lead school development initiatives within English, translating policy into practice, particularly those with learning and teaching focus.
To set an example of personal integrity and professionalism.

2.4 To be familiar with the demands of the School Curriculum, in English, at all key stages.

2.5 To keep abreast of current educational issues and developments.

2.6 To be involved in monitoring processes within English, to ensure the development of effective whole school curriculum practice which improves outcomes for all students.

2.7 To support nominated faculties with the action planning process to ensure targets are appropriate, resource needs are prioritised, outcomes are regularly monitored and effective evaluations take place.

2.8 To work collaboratively with colleagues including organising and chairing task groups/working groups.

2.9 To supportPastoral Managers / Faculty post holders to regularly review and update policies and practice, team development plans, self-review, and other quality assurance processes, to improve progress and outcomes in English.

2.10 To promote and contribute to collaborative working within English through a variety of external links, partners and alliances, including working across other schools as required.

2.11 To participate in and contribute to developing and leading whole school behaviour management practice.

2.12 To undertake an appropriate teaching load.

2.13 To undertake any other professional duties of an Associate Assistant Headteacher as defined in the School Teachers' Pay and Conditions Document.

2.14 Changing priorities throughout the day.

2.15 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

2.16 To ensure all tasks are carried out with due regard to Health and Safety.

2.17 To adhere to the ethos of the school
   - To promote the agreed vision and aims of the school
   - To set an example of personal integrity and professionalism
   - Attendance at appropriate staff meetings and parents’ evenings
2.18 Any other duties commensurate within the grade in order to ensure the smooth running of the school.

3 **Supervision received**

3.1 Supervising Officer’s Job Title: Member of SLT

3.2 Level of Supervision: Left to work within established guidelines subject to scrutiny by supervisor

4 **Supervision given**

4.1 Supervision of: Post holders in Faculty and others, to be confirmed following appointment.

4.2 Level of Supervision: Left to work within established guidelines subject to scrutiny by supervisor

5 **Specific Responsibilities**

5.1 There will be a specific whole school responsibility which will be discussed with the successful candidate following appointment

5.2 Additional faculty-specific clarification is detailed below.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>To establish a faculty ethos that is positive and dedicated to success.</td>
</tr>
<tr>
<td>2.</td>
<td>To actively lead the monitoring and follow-up of student learning and progress in the faculty at all key stages.</td>
</tr>
<tr>
<td>3.</td>
<td>To liaise with the line manager and middle leaders in the faculty to ensure the delivery of a high quality and cost effective curriculum programme which complements the School Improvement Plan and is reviewed in line with the school Self Evaluation Process.</td>
</tr>
<tr>
<td>4.</td>
<td>To be accountable for the development and delivery of the faculty.</td>
</tr>
<tr>
<td>5.</td>
<td>To lead curriculum development for the whole faculty.</td>
</tr>
<tr>
<td>6.</td>
<td>To keep up-to-date with local and national developments relevant to the faculty and teaching practice and methodology.</td>
</tr>
<tr>
<td>7.</td>
<td>To ensure staff development needs are identified and that appropriate CPD is designed to meet these needs.</td>
</tr>
<tr>
<td>8.</td>
<td>To undertake Performance Management for all faculty staff to monitor and evaluate the quality of teaching and professional development within the curriculum area.</td>
</tr>
<tr>
<td>9.</td>
<td>To contribute to the school procedures for lesson observation.</td>
</tr>
</tbody>
</table>
10. To promote teamwork and to effectively motivate staff to ensure good working relations.

11. To monitor and evaluate the faculty’s curriculum area in line with school procedures.

12. To assist in the development of appropriate cross curricular themes especially equal opportunities, PSHE and Citizenship.

13. To ensure the faculty quality procedures meet the requirement of self-evaluation.

14. To analyse and evaluate performance data and then produce a review on examination data.

15. To ensure effective communication and consultation with parents and carers of students.

16. To lead the monitoring and manage assessment and marking in the faculty, ensuring consistency and that the school’s policies are implemented.

17. To act as a role model of good teaching practice to all faculty teachers, modelling and coaching to enhance performance of all and deliver at the highest level.

18. To monitor and evaluate students learning and attainment against the department’s set targets for all students.

19. To be responsible for the efficient and effective deployment of support staff within the department.

20. To promote the use of ICT in enhancing student learning and the development of the department.

21. To participate in the school’s ITT programme.

22. To ensure that Health and Safety policies and practices, including risk assessments, are in line with the school and national requirements.

23. To promote activities which enhance the faculty curriculum either in or out of school.

24. To encourage pupil display of work within the faculty.

25. To co-ordinate and promote extra-curricular activities within the faculty.

**Review and amendment**
Annual review of this job description will take place in negotiation with the Headteacher, Leadership Group and Governors under Performance Management.