



Deputy Leader of English Faculty

Job description

Deputy Leader of English Faculty

Title: Deputy Leader of English
 Salary details: TLR 2.2 (£4,462)
 Responsible to: Leader of English and Senior Leadership Team

<p>Vision and Purpose</p>	<p>To assist the Leader of English with the following:</p> <ul style="list-style-type: none"> To lead and develop new ways of thinking about the curriculum and teaching and learning thus developing learner competence in the English Faculty. To lead the faculty and associated subject areas in understanding and developing high quality and innovative provision within the curriculum. To develop robust strategy and implementation in the English Faculty. To lead on the development of faculty subjects in all curriculum areas particularly in the context of the intervention strategies used with pupils. To ensure the requirements of the Staff Handbook are applied consistently across the teams in terms of the: <ul style="list-style-type: none"> Smooth day-to-day running of the school To ensure all staff are aware of all school policies. Implementation of the quality assurance procedures for all aspects of the work of the school. To liaise with senior colleagues at Kingsbury to support strategic development, share good practice and plan collaborative activities, with particular emphasis on Literacy across the curriculum. To ensure that Kingsbury School is always presented positively within and beyond the school. To provide professional leadership and management to secure sustained improvement in achievement, attainment and progress for all students studying subjects in the English Faculty and to the raising of standards of learning and teaching. Effective strategic direction, leadership and management of English and Literacy across the curriculum.
<p>Duties/Accountable for</p>	<p>English Faculty</p> <p>To assist and support the Leader of English with the following:</p> <ul style="list-style-type: none"> The vision for teachers within the Faculty and the high aspirations for the achievement and personal development of all students, including in English Language, English Literature, Media Studies and Film Studies. Ensuring that the teaching within the Faculty is always good, and often outstanding. Providing high quality leadership to create an effective team. Excellent leadership to ensure the overall quality and coherence of teaching schemes for the Faculty. Make positive and constructive contributions to the middle leaders briefings and meetings which help drive change and support improvement. Ensuring faculty staff all adhere to the schools behaviour management policies and practice. Ensuring that the procedures undertaken for recording, monitoring, analysing and acting upon a range of data including student attendance, punctuality, referrals, attainment, progress and academic records from all subject areas to enable staff to: <ul style="list-style-type: none"> Tracking student overall attainment and achievement on a regular basis. Evaluating the quality and appropriateness of students' individual learning. Identify when intervention is necessary (eg. when underachievement is identified, additional challenges are required and/or links needed to outside agencies). Ensuring that Kingsbury's Quality Assurance procedures are undertaken rigorously.

	<ul style="list-style-type: none"> • To create, develop and adapt faculty improvement plans to drive school priorities, particularly in relation to learning and teaching. • For the smooth day to day running of the Faculty. • To ensure the Faculty team adhere to all policies. • Well informed advice based on their knowledge of national developments and the views of students and their parents to Senior Leaders and the Governors. • Ensuring high quality mentoring and coaching of the teachers within the Faculty regarding learning and teaching, the structure and delivery of the curriculum and care, welfare, guidance and support. • Sound financial management within the budgets that have been set for the Faculty. • Effective partnership relationships with outside agencies providing support. • The line management arrangements for the performance management and professional development of all members of the Faculty. • Undertaking any other professional duties which are reasonably delegated to her/him by the Head teacher. <p>Literacy provision</p> <ul style="list-style-type: none"> • Develop strategies to raise the profile of Literacy across the curriculum. • Organise activities and events that inspire young people to read, including the promotion and monitoring of Accelerated Reader. • Lead Heads of Faculty in relation to the development of Literacy across other areas of the school.
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