

**Job Description**

**Job title:** Director of English

**Location:** Kingswood Academy, Wawne Road, Hull, HU7 4WR

**Hours of work:**  Full time

**Accountable to:** Senior Leader

**Salary Grade / Range:**

**Purpose of Post:**

* To rapidly raise standards and achievement, through: the strategic leadership of English; consistently delivering outcomes that are above the national average for all students;
* To inspire imaginative and effective approaches to learning and teaching of English across the curriculum; which consistently drive up progress and attainment standards;
* To play a leading role in terms of supporting the development of teaching and learning across the Academy;
* To support and improve other teachers to rapidly improve their effectiveness through modelling excellent practice, professional mentoring and robust line management/holding to account;
* To consistently teach high quality lessons which deliver excellent outcomes for all students.

**Details of key responsibilities for the Director of English:**

* Live and breathe our vision and key drivers
* Rapidly and sustainably improve the quality of teaching and learning within English;
* Leading HOD within English to improve the quality of teaching and learning and marking and feedback;
* Providing effective line management of members of staff within the English department;
* Raising achievement of all pupils, within English, in all phases of the Academy ensuring they consistently make better than expected progress.

**Duties and Strategic Leadership Responsibilities of the Director of English:**

**Leading Teaching and Learning within English:**

* Rapidly improve the quality of teaching and learning within English; ensuring all teaching is delivering at least a ‘0’ progress pillar;
* Improving solid teaching and learning in English to outstanding, by providing challenge programmes to enable staff to display teaching excellence;
* Creating a culture within English where feedback is seen as a gift and welcomed through an open door policy;
* Maintain and improve the on-going monitoring record of standards of Teaching and Learning within English;
* Leading additional monitoring and support plans or capability procedures for any teachers within English which are not delivering good enough outcomes;
* Liaise with the Seniour Leader for English to plan training and development opportunities where appropriate;
* Rigorously analyse staff performance data, teaching and learning data, and behaviour for learning data, to identify areas for development and underperformance and set appropriate targets for improvements;
* To work as a lead practitioner in English to develop teaching and learning strategies that are effective and enable all students to achieve positive Progress 8 scores;
* Be committed to the use of new technologies to improve teaching and learning within English;
* Keep up to date with current educational research and disseminate relevant information to colleagues;
* To develop staff expertise in all areas of teaching English;
* Implement the academy quality assurance procedures within English for monitoring the quality of lesson planning, schemes of work, teaching and learning, and marking and feedback to facilitate best practice across the department, and eliminate within-department-variation;
* Implement academy systems for linking student outcomes to classroom observation judgements, and use these results to effectively hold staff within the English department to account through the academy appraisal policy;
* To identify students at risk of underachieving in English and advise and lead on appropriate intervention strategies to raise attainment;
* Work with the HOD within English to prepare and use performance and contextual data to track individual students and gaps (disadvantaged, higher ability, boys and SEN). Then use these findings to implement appropriate and timely interventions in order to improve outcomes and narrow gaps;
* Direct and supervise support staff assigned to lessons.

**Leading English**

* Rapidly improve achievement and progress for all students within English;
* Be aware of national changes at all phases and then implement strategic changes to the curriculum that lead to outstanding outcomes;
* To work within the framework set out by the SLT to formulate detailed schemes of work, a robust assessment framework and homework procedures;
* Ensuring that all students are thoroughly prepared to achieve the highest possible success in public examinations;
* Responsible for Departmental examination entries for all public examinations, as relevant;
* Responsible for coordinating and quality assuring accurate setting procedures and internal assessments at all phases, which accurately and robustly inform the academy learning cycle data;
* Producing an annual Improvement Plan consistent with the Academy Improvement Plan;
* Responsible for the effective management and operation of the English department, including holding purposeful Departmental meetings (focused on developing teaching and learning and maximizing student outcomes), managing & allocating the departmental budget and the implementation of the Academy’s Health and Safety policy;
* Participate in the recruitment and induction of new staff;
* Maintain regular and productive communication with pupils, parents and carers, to report on progress, sanctions, rewards and all other communications.
* Committed and open to working with the AET English regional advisers to review and continuously improve standards within English;
* Support the leadership team to embed a culture of challenge and support across the Academy so that barriers to learning are broken down. Giving personal support to individual pupils to eradicate underachievement and ensure all students make more than expected progress;
* Challenge the underperformance of staff at all levels;
* Fully committed and passionate about continuously developing their own leadership competencies.

**Academic Mentors are expected to:**

* Mark and maintain registers of attendance;
* Deliver the Academic Mentoring programme through Academic mentoring (30 mins per day);
* Monitor the academic progress of students, guiding and advising them on areas for improvement;
* Maintain and monitor records on students’ behaviour, following up on incidents in lessons while also recognising and rewarding students’ achievements;
* Monitor students’ uniform and ensuring they are equipped for lessons;
* Link with parents to help students’ to improve their attendance, punctuality, behaviour and academic progress;
* Teach elements of the PSHE and ‘Character Education’ scheme of work.

**Impact on educational progress beyond assigned pupils:**

* Monitor and evaluate assessment data across their classes to evaluate trends in student performance and issues for development;
* Implement intervention strategies to address issues for development that are identified;
* Evaluate and report on the effectiveness of intervention strategies used to address identified issues;
* Identify quantifiable and challenging pupil progress target levels and objectives;
* Planning appropriate strategies to achieve pupil progress targets and objectives;
* Ensure that agreed student target grades within the department are achieved or exceeded;
* Encourage students’ motivation and enthusiasm, developing positive responses to challenge and high expectations;
* Monitor the objectives and targets for students with SEN and promote the importance of raising their achievement.

**Kingswood Academy Mission**

Ultimately our Mission is to ensure that: ‘all students have an inner-belief and ambition to fulfil their dreams and live a happy and successful life.’ We are passionate about our students ‘recognising their academic worth’ and making sure that they are ‘prepared to make bold choices in order to secure places, and thrive, at the most reputable and highest performing colleges, universities and world-class employers.’

**Kingswood Academy Key Drivers**

We live and breathe our key drivers which are:

* The highest expectations
* Never give up
* Everyone is valued
* Value feedback
* No excuses
* Outstanding learning

**Academies Enterprise Trust Employee Value Proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Teachers’ Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title: Director of English**

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * Qualified Teacher Status * Good honours degree * Evidence of recent professional development related to teaching and learning |  |
| **Knowledge/Experience** | Specific knowledge/ experience required for the role | * An outstanding day in day out classroom practitioner * Leading several successful deptmental initiatives, at least one of which must have had a significant positive impance on teaching and learning outcomes in English * Up to date pedagogy, particularly in relation to teaching and learning in English * Understanding of leading and developing outstanding teaching and learning and mprovng outcome in English. * Experience or a desire to lead a whole school/academy area of responsibility. | * Post in at least one school which was in a challenging urban circumstances * Evidence of working successfully in a secondary school environment * Evidence of leading, coaching and managing staff. * Understands how high performing teams function and how they can lead initiatives which deliver rapid improvements in pupil outcomes |
| **Skills** | Abilities | * The ability to think strategically, evaluate options, find the best solutions to problems taking into full account the views of others, and implement changes that lead to improvements in pupil outcomes * The ability to take difficult decisions when these are in the best interests of pupils, and to win round staff to your point of view * Highly motivated and able to inspire others * Outstanding English classroom practitioner * An absolute passion for T&L and a belief that good quality teaching and learning is one of the biggest levers of school improvement * Strong organisational skills and ability to delegate and monitor progress towards strategic objectives |  |
| **Personal Characteristics** | Behaviours | * Positive, growth mindset * Fully aligned to our vision and key drivers * Ambitious with a dynamic drive to deliver impact |  |
| Values | * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |