Deputy Head

of

English

Job Description

**Salary:** MPS/UPS + TLR 2c £5196

**Responsible to:** Faculty Leader of English

**Professional duties**

As a teacher employed by The Fernwood Academy Trust you shall carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the current School Teachers' Pay and Conditions Document.

**General duties and responsibilities for all qualified teachers**

The post requires you to teach students in the age 11-16 age range within the professional duties of a Class Teacher under the School Teachers' Pay and Conditions Document, and in addition:

* Plan, teach and evaluate lessons to ensure a variety of tasks and learning experiences for students matched to their needs;
* Continuously assess students, provide feedback, set targets for students and ensure they know how best to improve;
* Use examples of students' work to exemplify standards and secure, high expectations;
* Organise lessons effectively to ensure high quality learning;
* Use positive discipline management techniques to resolve conflict and promote collaborative learning;
* Consistently apply whole school policies to ensure effective learning and inclusion;
* Contribute to the teaching of literacy and numeracy across the curriculum;
* Use appropriate ICT to ensure effective learning;
* Contribute to the academic, vocational and work-related curriculum as appropriate;
* Contribute to the development of all school policies;
* Participate in continuous professional development and appraisal;
* Act to promote a "pathway" approach, working with primary schools and post 16 providers as appropriate;
* Work with parents as partners to raise standards and achievement;
* Form professional and co-operative working relationship with colleagues;
* Set a good example to students through personal and professional conduct and presentation;
* Remain committed to ensuring that every student is given the opportunity to achieve their potential and meet the high expectations set for them;
* Be responsible to the line manager;
* You may be asked to undertake any other duties which may be reasonably regarded as within the nature of the duties and responsibility/grade of the post defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

**Leadership Responsibility: Deputy Head of English**

In addition to the duties and responsibilities of a classroom teacher, you will also be required to:

* Devise and teach new curriculum content;
* Contribute to the effective leadership of the English department with quality assurance practices to monitor and improve the quality of teaching;
* Be a role model of outstanding teaching in the department ;
* Observe, mentor and provide guidance to teachers in the department including trainee teachers;
* Lead key aspects of the English department as agreed with the Head of English (e.g. Key Stage assessment and planning, resource planning, teaching and learning development);
* Be held accountable for the progress of pupils beyond your own classroom through the use of regular, measurable and significant assessments to monitor progress and set targets;
* Produce periodic assessments with marks schemes;;
* Ensure assessments are moderated internally;
* Ensure end of year assessments reflect each pupil’s overall level or grade which is both externally valid and provides an accurate baseline for the next academic year;
* Work in collaboration with classroom teachers and SENCO to ensure pupils receive high quality interventions;
* To develop an exciting and motivating extra-curricular enrichment programme including competitions, trips and visits.