THE BUSHEY ACADEMY

JOB DESCRIPTION

Deputy Subject Leader for English and Literacy

The Academy Vision

The Bushey Academy is a learning focused community where happiness is derived from achievement and positive self-esteem. It is a place where individuals develop the confidence in themselves and the understanding of others around them to be active contributors to society. The innovative and individually targeted curriculum, allows all students to succeed in their own areas of strength; the academy houses give everyone the chance to shine outside the classroom; and in all areas individual enterprise and endeavour are both expected and rewarded, ensuring that students and staff at the academy are 'proud to belong'.

Job Description

Teachers receiving Teaching and Learning Responsibility Payments provide professional leadership and management for their school/subject areas(s) to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students. They are accountable for a significant, specified responsibility focused on teaching and learning, that is not required of all classroom teachers.

All staff are ultimately responsible to the Principal. Your immediate responsibility is to the Subject Leader.

Generic/Teachers

All teachers are expected to:

- Carry out duties of a school teacher as set out in the Pay and conditions Document and subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the Principal.
- Uphold the academy's principles and policies which underpin good practice and the raising of standards.
- Demonstrate a thorough and up to date knowledge of the teaching of your subject and take account of wider curriculum developments which are relevant to your work.
- Consistently and effectively plan lessons and sequences of lessons to meet students' individual learning needs.
- Consistently and effectively use information about prior attainment to set well-grounded expectations for pupils and monitor progress to give clear and constructive feedback.
- Demonstrate that, as a result of your teaching, your students achieve well, relative to the students' prior attainment.
- Take responsibility for your professional development and use the outcomes to improve your teaching and students' learning.
- Make an active contribution to the policies and aspirations of the academy.

Job Purpose

To support the Subject Leader in:

- strategically leading the work of the department to ensure high standards and achievement
- promoting the aims, objectives, ethos and public image of the department
- establishing the highest standards of attainment, attendance, behaviour and commitment for all students in the department in liaison with the Heads of Year
- ensuring effective and personalised support for learning for all students in the department
- eliciting the support of all parents and carers as active partners in children's learning
- monitoring student progress and planning effective interventions where appropriate

Responsibilities

The Deputy Subject Leader will:

- be able to teach across the full range of ages and abilities
- act as a role model in leading staff in own high quality teaching
- assist the Subject Leader in developing Assessment for Learning throughout the department
- set high expectations for staff and students in relation to standards of achievement and the quality of teaching
- be as visible and accessible as possible throughout the school day to provide encouragement and support for students' learning and an ongoing focus on the academy's ethos and expectations
- support the Subject Leader in creating, implementing and improving Schemes of Work which encapsulate the academy learning strategies and educational developments
- develop and implement strategies that enable all students to become more effective learners
- support the Subject Leader in developing and implementing intervention and support strategies that help to eliminate under-achievement by individual students
- promote and celebrate the achievements of all students within the department
- promote the use of positive behaviour management strategies that directly support effective teaching, learning and discipline and take responsibility for maintaining positive behaviour within the department
- assist the Subject Leader in identifying students who are underachieving and, where necessary, aid the creation and implementation of effective intervention plans
- support the Subject Leader in establishing and implementing clear policies and practices for assessing, recording and reporting on student achievement and to assist students in setting targets for further improvement
- assist the Subject Leader in evaluating the standards of teaching and learning in line with the procedures in the Academy.
- promote extra-curricular activity and engagement
- support the academy's commitment to safeguarding and promoting the welfare of children.
- undertake any other task reasonably requested by the Principal

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PERSON SPECIFICATION

Deputy Subject Leader for English and Literacy

	Essential	Desirable
Knowledge and Understanding		
Good awareness of current educational developments	✓	
Clear understanding of current issues related to the subject	✓	
Ability to plan lessons effectively	✓	
An understanding and commitment to the ethos of the Academy	✓	
Evidence of high level classroom skills	✓	
Skills, Qualifications and Training		
Qualified Teacher Status	✓	
Courses of further study relevant to the post		✓
Qualification in the relevant subject	✓	
Evidence of active involvement in professional development	✓	
Excellent organisation skills	✓	
Excellent ICT skills		✓
Clear evidence of leadership		✓
Attributes		
Excellent record of attendance	✓	
Ability to work well in a team	✓	
A sense of humour	✓	
Ability to think originally and creatively	✓	
Positive attitude	✓	
Energy and enthusiasm	✓	
Warmth and sensitivity	✓	
Excellent rapport with students	✓	
Commitment to the Academy and the students we serve	✓	
Commitment to safeguarding and promoting the welfare of children.	✓	

Signed _____ **Date** _____

While every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified. This job description is current but, following consultation with you, may be changed by the Principal to reflect or anticipate changes in the post which are commensurate with the salary and job title.