

Job Description

Deputy Director of Learning – English

Line Management: Reporting to: Director of Learning - English

Responsible for: specified teaching staff and support staff within the faculty

Salary: MPS/UPS plus TLR 2B

Purpose: Improve teaching and learning within the English department and take a leading role in promoting effective strategies across the academy.

This job description may be amended at any time following discussion between the Principal/SLT Link and member of staff, and may be reviewed annually.

Core responsibilities:

- Provide first class teaching and learning opportunities for students and English staff.
- Motivate, challenge and inspire colleagues to provide outstanding provision for our students, leading to outstanding outcomes in English.
- Identify areas for improvement across the department through regular QA and Implement strategies to secure improvement.
- Work collaboratively and effectively with the Lead practitioners in English and Science to raise standards of teaching and learning across the core subjects and the academy.
- Undertake research into effective teaching and learning strategies for our students and share best practice across the academy and with our partner schools.
- Use data analysis to identify under attaining groups and areas where colleagues in English or across the academy, may need support in order to improve outcomes.
- Prepare and run professional development sessions for staff in English and across the academy, liaising with the Lead Practitioners in English and Science.
- Design programmes of support for individuals as and when required in order to improve the quality of teaching and learning in English and across the academy.
- Support the Faculty Leader to ensure that, the standards of teaching and learning within a faculty team are consistently exceptional, by being at the cutting edge of development in their subject, modelling and sharing good practice.
- Develop high quality resources and schemes of learning and work with colleagues to ensure that they have a positive impact.
- Manage and deploy teaching/support staff, financial and physical resources

within the faculty.

- Work alongside SLT and other Leading Practitioners to develop, implement and evaluate policies and practice that lead to raised student achievement.
- Contribute to the induction and support for ECTs, RQTs and ITT students as required.
- Support the Leadership Team in English to make a significant and notable contribution to the strategic development of the English Faculty.
- Assist the SLT link in charge of Learning and Teaching in coaching staff within a Faculty.
- Ensure that the highest standards in teaching and learning are continually modelled to all staff to help improve their personal classroom performance.
- Work with the Senior Leadership Team in actively and continuously improving the overall quality of teaching and learning in the classroom.
- Undertake line management of selected staff, including through the OAT Delivering Excellence Framework.
- Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the faculty liaising with the Cover Manager/relevant staff to secure appropriate cover within the faculty.
- Be a member of the Middle Leadership Team and other staff teams as appropriate.
- Engage positively in the school's programme of QA.

Vision and Purpose:

- Liaise with colleagues at other Ormiston Academies to support strategic development, share good practice and plan collaborative activities.
- Provide high quality teaching throughout the school, as required.
- Raise student attainment.
- Maximise the learning experiences and achievement of students in assigned classes.
- Monitor and report on student progress.
- Contribute to the activities of designated curriculum areas.
- Ensure that Ormiston Academies Trust and the academy is always presented positively within and beyond the Academy.

All staff are expected to:

- Continue personal professional development and engage actively in the OAT Delivering Excellence Framework.
- Actively promote and follow the school's policies and procedures, and to notify their line manager in writing if they require additional training or support.
- Adhere to the spirit and letter of the Academy's Equality Policy, to respect all aspects of diversity, to ensure no conscious discrimination and to challenge potential unconscious discrimination on the grounds of any protected characteristics.
- Comply with any reasonable request from the Principal or other school manager to undertake work of a similar level that is not specified in this job description.
- Play a full part in the life of the school and support its vision and ethos. Support and model the Trust's core values; Anyone can excel, Enjoy the challenge, Share what is best and Be inclusive.

Other specific duties:

- Be a Form Tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the tutor group as a whole.
- Liaise with Academic Managers and Pastoral Managers to ensure implementation of the school's pastoral system, for example re strategies to promote attendance, participation in other aspects of school life, behaviour for learning, rewards, effective registration and assemblies.
- Implement and deliver agreed learning activity programme(s) for tutor time.
- Undertaking any other professional duties or roles which are reasonably delegated to them by the Principal or Board of Governors.

Other considerations

Be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher. Safeguard children and adults, and implement the Safeguarding and Child Protection Policy. Read, understand and follow at least Part 1 of the current statutory guidance in Keeping children safe in education. Undertake the Prevent Duty to safeguard pupils and adults from extremism. Understand their statutory duty to report safeguarding concerns. Maintain their Position of Trust and not have sexual relations with pupils (Sexual Offences Act 2003) or any other inappropriate relationship with pupils.

- Act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices. Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Will not require holiday leave during term time.

1. Flexibility Clause

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

2. Variation Clause

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

3. Fluency in English

The post is covered by Part 7 of the immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

PERSON SPECIFICATION

Qualifications	Essential <ul style="list-style-type: none">• Qualified teacher status and degree• Ability to teach to GCSE• Experience of leading within a department Desirable <ul style="list-style-type: none">• Ability to teach A Level• Evidence of Continuing Professional Development.
Experience	Essential <ul style="list-style-type: none">• Recent experience of teaching KS4 or KS5 including GCSE and A Level• Experience of improving the quality of teaching and learning in at least one curriculum area• Experience of working with external providers to enhance curriculum delivery for students• Experience of writing schemes of learning• Experience of working on cross-curricular projects or events• Experience of effective deployment of staff or resources• Experience of effectively supporting the professional development of staff• Proven track record of outstanding teaching and excellent results Desirable <ul style="list-style-type: none">• Experience of introducing a new initiative or of managing change
Knowledge and Understanding	Essential <ul style="list-style-type: none">• Thorough subject knowledge and an understanding of National Education issues• Understanding of effective research-based teaching and learning strategies• Understanding of how to track student achievement using data and of intervention strategies to raise attainment• Understanding of behaviour management strategies• Recognition of the importance of performance management of staff in the improvement of the standards achieved Desirable <ul style="list-style-type: none">• School Improvement Planning• Monitoring, evaluation and review processes
Skills and Disposition	Essential <ul style="list-style-type: none">• Vision to develop the faculty within the Academy• Ability to motivate, lead and support staff and students• Vision to generate cross-curricular links• Excellent communication and inter-personal skills• Personal organisation and time management skills
Personal Qualities	Essential <ul style="list-style-type: none">• Dynamic with innovative ideas and a passion for teaching and learning• Energetic with a commitment to extra-curricular activities• A commitment to raising the aspirations of the whole school community• Sense of humour and resilience