**THE WINSFORD ACADEMY**

**JOB DESCRIPTION – DEPUTY HEAD OF ENGLISH**

### Teaching and Learning

* Teach all age groups across the Academy
* Be instrumental in developing innovative and creative schemes of learning which encourage a love of learning and progress within the subject area
* Plan work in accordance with Directorate Schemes of Work and National Curriculum Programmes of Study
* Take account of all students’ prior levels of attainment and use them to plan challenging lessons and set future targets
* Monitor performance data, identify and address underachievement through contributing to Academy strategy as well as developing and implementing curriculum area strategies and approaches.
* Establish a purposeful working atmosphere during all learning following Academy Policies • Actively support extra--‐curricular activities to enhance students’ experiences
* Manage the behaviour of students in classrooms and around the Academy.

### Assessment, Recording and Reporting

* Mark and return work set, including homework in line with the Academy assessment policy.
* Carry out assessment programmes, as agreed by the Academy or Curriculum Area.
* Complete Student Reports in line with Academy Policy.
* Attend Parents’ Evenings as required and keep parents/carers informed about their child’s performance and future targets.

### For tutor role

* Undertake responsibility for a form group.
* Monitor and set targets for the social and academic progress of all students in the form group
* Endeavour to build up a good relationship with the students in the form group so that they will look to you for support and advice.
* Report issues of concern to the appropriate senior staff.
* Maintain an accurate register of attendance and do everything possible to encourage good attendance.

### Key Organisational Objectives

To contribute to the Academy by:

* Following Academy ethos, policy, procedures and child protection health and Safety requirements
* Ensuring compliance with Data Protection legislation.
* Contributing to the maintenance of a caring and stimulating environment for young people

### Performance Management and Professional Development

* To participate in the Academy’s performance management programme. S/he will have a Team Leader who will set agreed targets for the year and monitor and review performance, including classroom teaching
* The Academy will support the continuing professional development of all staff to ensure that their expertise is being kept up to date.

### Conditions of Employment

* The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
* S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers’ Pay and Conditions Document. • The post holder may be required to perform any other reasonable tasks, after consultation.