



Astrea Academy Trust

INSPIRING BEYOND MEASURE

Role Profile

Assistant Principal – Director
of English + whole school
literacy

Ernulf Academy

ROLE SPECIFICATION

Academy / Department	Ernulf Academy
Post title	Assistant Principal – Director of English
Responsible to	Curriculum Vice Principal
Full time Salary	Leadership 11 – 15 £65,090 - £71,694 per annum
Working Pattern	32.5 hours per week, 52 weeks per annum
Contract Type	Permanent
Pension	Teacher Pension Scheme
Line Management Responsibility	Yes

ROLE SUMMARY

The fundamental duty of the post holder is to lead the English department and raise attainment. In addition, the post holder will take a visible role in school improvement as a member of the senior leadership team. The Director of English also leads on whole-school literacy, ensuring that **all** children can read fluently and that the whole-school reading programme is delivered with fidelity across the academy.

KEY ARAS OF RESPONSIBILITY

- ★ ★ To improve academic outcomes in English.
- ★ ★ To lead the teaching team in English and be an exemplar of excellent teaching practice.
- ★ ★ To play a leading and highly visible role in the day-to-day management of the school.
- ★ ★ To demonstrate and be able to share with stakeholders a love for your subject and the ability to share this successfully with students.
- ★ ★ Support in monitoring, evaluating and reviewing outcomes in terms of student progress.
- ★ ★ To actively monitor the quality of English, within the school, taking appropriate steps to ensure high standards are achieved.
- ★ ★ To liaise with pastoral, safeguarding and inclusion teams, as appropriate, to ensure the highest levels of attendance, punctuality, and student welfare.
- ★ ★ To ensure the Behaviour Policy is applied consistently by all staff and followed consistently by all children.
- ★ ★ Leading on and implementation of all policies, to school and subject level, with requisite monitoring and evaluation to ensure high quality outcomes.
- ★ ★ The quality of English education across the school.
- ★ ★ The attainment and progress of students in subject areas.
- ★ ★ Academic achievement and wellbeing of all students.
- ★ ★ Behaviour and attendance of students in the subject area.
- ★ ★ Monitoring of students' achievement and progress across English.
- ★ ★ To attend Leadership meetings.
- ★ ★ To lead and monitor the reading interventions across the academy for struggling

readers

- ★ To lead and monitor the 'Astrea Reads' programme.

Teachers within the core subject team plus whole school raising achievement:

- ★ Lead and manage members of the subject team in a manner that promotes students' learning
- ★ Be accountable for the planning of appropriate curriculum materials and resourcing this to support excellent progression for all students.
- ★ Provide leadership to the English teams and the wider school
- ★ Participate in the review of achievement across the school and formulating action plans to address areas of concern.
- ★ Provide informal and formal guidance to staff and lead staff training in matters affecting the achievement of learners.
- ★ Co-ordinate the effective deployment of Teaching Assistants to ensure that work in English is focused on the fulfilment of targets set out in students' Individual Education Plans and an accurate record of in-class and other support is kept
- ★ Support in all respects the further development and implementation of whole school policy on raising achievement.
- ★ Effectively communicate policy and practice to parents, governors and other interested parties as required and submit reports to the Principal and/or Governance boards
- ★ Promote consistently high-quality learning and teaching to ensure inclusive provision across the school

Teaching and Learning:

- ★ Challenge ineffective practice and/or under performance
- ★ Monitor, develop and enhance the teaching and working practice across the core subject and wider school
- ★ To be a visible and proactive member of the senior leadership team, supporting the Principal as required.
 - In accordance with Ernulf Academy policies and National Conditions of Service to:
- ★ Teach classes, taking individual educational needs into account
- ★ Set and mark work in accordance with schemes of learning or as required by examination regulations
- ★ Plan effectively and prepare schemes of learning and complete planning documentation as required
- ★ Make records of and report on the academic, personal and social needs of students.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
Degree or equivalent (subject-related)	•	
Qualified Teacher Status	•	
Evidence of relevant professional development	•	
Knowledge		
Excellent and up-to-date knowledge and understanding of developments of curriculum, teaching and learning strategies and assessment.	•	
Knowledge of pedagogical strategies to ensure students can maximise retention in long term memory	•	
Keeps up-to-date with educational research and literature and can explain how this influences their classroom practice.	•	
Knowledge of how to contribute to an inclusive and varied extra-curricular programme.	•	
Experience		
Relevant and recent teaching experience of English across the range of prior attainment	•	
Use of quality assurance systems and policies to improve teaching and learning	•	
Ability to successfully manage behaviour in the classroom and support others to do so	•	
Ability to manage time effectively and work under pressure and meet deadlines	•	
Ability to understand and deploy assessment practices to support learners	•	
An understanding of how to manage resources effectively to meet curricular aims.	•	
Track record of securing strong and excellent outcomes in English	•	
Experience of staff development, coaching and mentoring and delivering CPD.		•
Contribution to creating subject-specific QA approaches for a team.		•
Professional Skills		
Can articulate the relevant subject-specific knowledge that students should leave school with in order to join the 'community of educated citizens'	•	
Commitment to inclusive and high achieving comprehensive education	•	

Personal Qualities		
Value-driven: Commitment to enacting the values of the school and the Trust in day-to-day practice	•	
Commitment: sustained energy and enthusiasm to achieve the Principal's vision for improvement	•	
Flexibility: ability to adapt and implement change, willingness to learn and develop new skills	•	
Self-motivation: ability to initiate and complete routine and non-routine work independently	•	
Self-awareness: self-reflective practitioner, aware of own strengths and areas for development	•	
Social awareness: team player and motivator, emotionally intelligent, relationship builder	•	
High standards: leading by example, professional, continually upholding Academy aims and ethos	•	
Resilience: ability to remain calm under pressure, regulates own emotions, excellent attendance	•	
Empathy: genuine care and passion for working with and developing young people and adults	•	
Innovative: passionate about embracing new technologies, methodologies, ideas and practices	•	
Positivity: sense of humour, ability to inspire and energise others, 'can do, will do' approach	•	
Line Management		
This role will have line management responsibility for others.		

GENERAL RESPONSIBILITIES

- ★* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★* Commitment to continual learning and development of skills.
- ★* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★* Demonstrate an excellent record of attendance and punctuality.
- ★* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★* Work cooperatively as part of the Trust wide staff team.
- ★* This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	Yes/No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org