

Job Description

POST: Director of English

RESPONSIBLE TO: Deputy Head of School Progress

RESPONSIBLE FOR: English Department

SALARY: L9 – L14

PURPOSE:

To bring energetic and visionary leadership to the English curriculum area. The Director will ensure high quality curriculum provision and effective teaching and learning within the curriculum area of English.

PRINCIPAL ACCOUNTABILITIES

Strategic Direction and Development of English

- Establishing and maintaining policies and practices which promote high achievement through effective teaching and learning.
- Creating an environment where students and staff develop and maintain positive attitudes towards teaching and learning.
- Using data effectively to monitor and evaluate student progress; planning and implementing effective intervention to support all students to achieve highly.
- Analysing national, local and Academy data, research and inspection findings to inform curriculum area policies and practices, expectations and teaching methodologies and to report regularly to the Head / Deputy Head of School on progress and plans.
- Contributing to the Academy Improvement Plan and establishing an effective subject Improvement Planning Cycle to meet Academy strategic priorities

Teaching & Learning

- Ensuring appropriate, challenging and differentiated Programmes of Study and Schemes of Work are in place for all English teaching groups and related courses.
- Securing and sustaining effective teaching of the subject through structured quality assurance and rigorous monitoring and evaluation of all aspects of teaching and learning through lesson observations, feedback to teaching staff, work sampling, student interviews and written reports to the Leadership Team as necessary.
- Ensuring teaching and learning objectives are clear to all members of the curriculum team.
- Ensuring that teaching and learning initiatives and strategies developed by the VP for Teaching and Learning are delivered by all members of the curriculum team.
- Ensuring effective development of students' literacy, numeracy and ICT skills within the subject.
- Developing the curriculum to meet the needs of all students; introducing, planning and implementing new courses of study to meet 14-19 curriculum initiatives and KS3 developments.
- Map progress of students regularly against prior attainment and local and national norms and identify students at risk of underachieving.

Leading and Managing Staff

- Line managing all members of the English department and providing effective support, challenge, information and professional development for all staff within the subject area as necessary.
- Establishing clear expectations and high standards of professionalism and collaboration across the subject.
- Providing structured support and assessment for NQT and trainees to enable them to meet the relevant professional standards.
- Working in collaboration with the SENCO, SEN staff and House Leaders to ensure that Support Plans are used to set subject specific targets, as required.

Efficient and Effective Deployment of Staff and Resources within the English Team

- Using appropriate resources for effective, efficient and safe teaching and learning within the subject area; accommodation, staff, time, courses, development opportunities, ICT equipment.
- Creating an effective and stimulating learning environment for teaching and learning.
- Deploying accommodation to effectively meet the teaching and learning needs of the subject.
- Ensuring a safe working and learning environment through application of appropriate risk assessments

Teaching Commitment

- The post holder will be expected to teach in line with the Academy's generic teacher's job specification. However, some designated non contact time for leadership and management responsibilities will be made available

Safeguarding Children

- The Constellation Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced CRB checks.

PERSON SPECIFICATION

KNOWLEDGE/EXPERIENCE/SKILLS/QUALIFICATIONS/MENTAL SKILLS:

1. Qualifications – Essential:

- Qualified Teacher Status
- An honours degree in English or equivalent related to English
- Evidence of relevant recent professional development

2. Knowledge – Essential:

- Outstanding subject knowledge in your area of specialism
- Secure understanding of what is required to secure effective teaching and learning
- Sound understanding of the strategies which help to raise students' attainment
- Knowledge and experience of harnessing the impact of new technologies
- An understanding of performance and contextual data as tools for improving standards of student achievement
- An understanding of up-to-date educational development nationally
- Understanding of the practical application of Equal Opportunities in an Academy context

Desirable

- An understanding of emotional literacy and developments to support learning and teaching

3. Experience – Essential:

- A proven track record of excellence in the classroom
- Current successful experience of a leadership role within a school
- Experience of monitoring and evaluating teacher effectiveness in relation to standards and outcomes
- Experience of working with other teachers and professionals to extend their understanding and effectiveness

Desirable

- Experience of teaching Post 16
- Experience of teaching Applied English courses

4. Skills – Essential:

- A tangible passion and enthusiasm for English
- A keen interest in developing the teaching of English in an innovative and creative way
- Ability to use ICT effectively to support your professional role

INTERPERSONAL/COMMUNICATION SKILLS:

- Be a team player
- Ability to motivate and inspire staff and students
- Ability to use tact, diplomacy, sensitivity and good humour
- The ability to understand others and create trust
- Ability to coach colleagues to improve their performance
- Effective written and spoken communication
- Awareness of the need for attention to detail
- Ability to demonstrate personal and emotional resilience when working in a range challenging situations
- Personal commitment to extra curricular activities
- Good health and an excellent attendance & punctuality record
- Motivation to work with children and young people
- Commitment to safeguarding and promoting the welfare of children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.
- Willingness to undergo appropriate checks, including enhanced CRB checks.

Work Environment

a, Work Demands

High quality curriculum provision and effective teaching and learning within the curriculum area of English. This may involve evening work (parents evenings, meetings etc).

b, Physical Demands

Endurance within a classroom setting, teaching students while standing, sitting, or walking throughout the classroom, use of educational aids (electronic whiteboards etc), and retrieval and use of materials.

c, Working Conditions

Working in a classroom educational setting.

d, Emotional Demands

The post holder will be at some risk working in an educational environment above . May be at risk of abuse and aggression from students, parents and carers.

Creativity and Innovation

The post holder will be required to re-schedule work where/when necessary in order to fit in with the working day of the Academy and ensure that all tasks are completed.

Contacts and Relationships

Executive Principal / CEO of The Constellation Trust
Head of School
Deputy Head of School
Staff
Directors
Community
Parents
LEA, Managers on all levels and locations
Trade unions
Other government departments