



**THE DEAN TRUST**  
**Believe Achieve Succeed**

Chief Executive: Mr Tarun Kapur CBE  
Chairman: Mr Damian McGann

Dear Applicant

Thank you for your interest in the position of **Head of English at Ashton on Mersey School, Cecil Avenue, Sale, M33 5BP.**

Teaching and Learning Responsibility 1f - £11,250

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit [thethedeantrust.co.uk](http://thethedeantrust.co.uk).

**Method of Application**

The preferred method of application is electronically via email to [recruitment@thedeantrust.co.uk](mailto:recruitment@thedeantrust.co.uk). All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

**Closing Date**

Applications received after the closing time of **10am Monday 5<sup>th</sup> February 2018** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 973 1179 or email [recruitment@thedeantrust.co.uk](mailto:recruitment@thedeantrust.co.uk). Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Mrs S Taylor  
HR & Payroll Manager

**Believe Achieve Succeed**

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# Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>Head of English</b>
<b>Reporting to</b>	<b>Assistant Principal</b>
<b>Main purpose of job</b>	This is a key post in an outstanding school and as such the post holder will be expected to make significant contributions to whole school literacy, teaching, and learning and to contribute to relevant INSET, in addition to principal responsibilities within the faculty. The post holder will have responsibility for outcomes within the faculty in terms of examination results and as such must be an outstanding practitioner, leading by example. The post holder will lead a large team of outstanding subject specialist teachers.
<b>Key responsibilities:</b>	
<b>Leadership and Management</b>	
<ul style="list-style-type: none"> <li>• To lead a team of specialists who form the English faculty, line-manage the Assistant Head of English and be responsible for their performance management and operational activity in supporting the team.</li> <li>• To lead by example and provide motivation and direction for the whole team.</li> <li>• To ensure clear expectations and continued constructive working relationships amongst those involved with the faculty, including through team working and mutual support, devolving responsibilities and delegating tasks as appropriate; evaluating progress of performance and developing an acceptance of accountability.</li> <li>• To ensure that all faculty staff have the highest possible expectations of their pupils evident through their teaching and in pupil learning.</li> <li>• To plan and lead faculty meetings to enable the efficient and effective administration of the faculty.</li> <li>• To develop and implement policies and practices within the faculty which reflect the school's commitment to high achievement and outstanding teaching and learning.</li> <li>• To monitor and evaluate the teaching of subjects within the faculty and use this analysis to identify best practice and areas for development, and take action to further improve the quality of teaching and learning.</li> <li>• To lead the IQTL programme within the faculty and support the whole school strategy as required.</li> <li>• To create an effective and stimulating environment within the faculty for teaching and learning.</li> <li>• To write, implement and evaluate a strategic faculty improvement plan and self-evaluation documentation.</li> <li>• On a regular basis liaise with the Heads of Year and Assistant Principals on pupil progress and behaviour strategies within the faculty</li> <li>• To attend meetings within school and with Curriculum Managers from other schools and organisations as required, sharing best practice with and from others.</li> <li>• To lead and manage a programme of intervention to ensure all groups of pupils, including boys and the disadvantaged make excellent progress in English.</li> <li>• To undertake collaboration with other faculties in the Trust to improve standards and practice.</li> </ul>	
<b>Curriculum</b>	
<ul style="list-style-type: none"> <li>• To ensure curriculum coverage, continuity and progression within the faculty for all pupils including those of high ability, the disadvantaged and those with learning needs.</li> <li>• To keep abreast of national and school curriculum developments and implement necessary changes.</li> </ul>	

- To encourage pupils to participate in extra-curricular activities related to the faculty and promote additional learning opportunities in English.
- To work with the Learning Resources Centre Manager/School Librarian to support literacy and further increase pupil engagement in reading.
- To support and ensure that members of the faculty follow the school behaviour policy and take responsibility for the standards of behaviour in the faculty area to ensure effective teaching and learning can take place.
- To ensure that a system of pupil rewards and sanctions operates within the faculty that is in line with school policy.
- To ensure the team execute fully the Faculty marking and feedback policy.

### **Staff Recruitment and Development**

- To work with the Assistant Principal ( Professional Learning) to identify the training needs and opportunities for the faculty and to organise and lead relevant CPD training where appropriate.
- To ensure appropriate support, guidance and advice is provided for all staff including NQT's within the faculty.

### **Performance and Standards**

- To monitor and review clear practices for assessing, recording and reporting on pupil achievement in line with school policy and to use this information to recognise achievement, instigate effective intervention and to assist staff in setting targets for further improvement.
- To monitor and evaluate the impact of intervention strategies to ensure staff are best deployed to further raise attainment and achievement.
- To ensure that pupil data is used effectively to secure outstanding progress in all faculty subjects ensuring colleagues have the support, challenge, information and development necessary to sustain motivation and secure further improvements in teaching. This includes training other staff in the faculty to use data effectively.
- To ensure that this core subject contributes significantly to the main school headline outcomes against which the whole school is judged.
- Liaise with the examinations team to ensure that all entries for internal and external assessments are on time and appropriate for pupils.
- To ensure effective communication with parents to involve them in their child's learning as well as providing information about curriculum, attainment, progress and targets.

### **Management of Resources**

- To ensure the effective and efficient management and organisation of learning resources, including ICT.
- To manage the faculty capitation to support teaching and learning and create bids for additional resources for developments within the faculty.
- To ensure that there is a safe working and learning environment within the faculty where risks are properly assessed
- To ensure that the faculty's teaching commitment is effectively and efficiently timetabled and roomed within the constraints of the school accommodation.
- To organise appropriate Faculty meeting activities to maximise team performance and cohesion to maximise learning outcomes.

### **All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process

- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher.

The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder.



## Person Specification

<b>Education and qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Honours Degree</li> <li>• Qualified Teacher Status</li> <li>• Evidence of continuing professional development or further professional study</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Further qualification in 'Leadership'</li> </ul>
<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Enthusiastic and proven outstanding classroom practitioner with experience of successfully leading and role modelling expectations to a team</li> <li>• To be able to teach English successfully at GCSE level</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of successfully leading a whole school initiative</li> <li>• Familiar with delivery of both Theoretical and Applied Learning Programmes 14-19</li> </ul>
<b>Special Aptitudes</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• To be adaptable to changing circumstances and new ideas</li> <li>• Must have enthusiasm, energy, self-confidence and perseverance</li> <li>• A secure commitment to the continuing development of English within the school</li> <li>• To be able to prioritise, plan and organise the work of the faculty</li> <li>• Proven record of effective team leadership</li> <li>• To deal sensitively with people, recognising individual needs and taking account of these in ensuring a consistent team approach to raising achievement in English</li> <li>• To acknowledge and utilise the experience, expertise and contribution of others</li> <li>• To set standards and provide a role model for pupils and other staff in the teaching and learning of English</li> <li>• To analyse, understand and interpret relevant information and data such as benchmark information</li> <li>• To think creatively and imaginatively and be able to identify and implement opportunities to move the faculty forwards</li> <li>• To complete tasks within a specific time frame</li> <li>• To be able to review the quality of teaching and learning, showing a clear understanding of what 'outstanding' classroom practice looks like</li> <li>• Appreciation and wider knowledge of 14-19 agenda</li> <li>• Ability to lead INSET and research at Academy, Trust and Teaching School level</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• To be an excellent practitioner in ICT related to administration and pupil learning</li> <li>• The desire to progress to Senior Leadership</li> <li>• Knowledge of the effective use of VLE to support learning</li> </ul>
<b>Interpersonal Skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• To communicate effectively, orally and in writing with SLT, other staff, pupils, parents, governors, external agencies and the wider community</li> </ul>

	<ul style="list-style-type: none"> <li>• To use every opportunity to promote English</li> <li>• To be able to work effectively under pressure and meet challenging work related deadlines</li> <li>• To have a sense of humour and a desire to contribute to wider aspects of school life</li> </ul>
<p><b>Leadership &amp; Management</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to manage, motivate, support and inspire trust in others</li> <li>• Ability to work as part of a team</li> <li>• Ability to formulate, monitor, evaluate and review plans and policies</li> <li>• Ability to confront and resolve problems</li> <li>• Ability to innovate and manage change</li> </ul>