



# COCKBURN

## MULTI-ACADEMY TRUST

TRANSFORMATION TO EXCELLENCE

### JOB DESCRIPTION

**Job Title:** Assistant Headteacher/Director of English (Secondary schools)  
**Accountable to:** Head of School and Executive Headteacher

**Role:**

The Assistant Headteacher will be a visionary leader who will:

- Strategically lead the direction and development of the English curriculum and subject area, across schools/academies, in accordance with the aims and objectives of the Multi-academy Trust
- Be accountable for the leadership of the English Curriculum across schools/academies
- Raise standards of student attainment and achievement within the English curriculum and subject area, across schools/academies by ensuring the provision of an appropriately relevant and differentiated curriculum for all students
- Successfully work with other leaders and professionals, implementing the vision and strategic direction of the Trust
- Successfully build teams and relationships, developing high performing teams and managers in order to meet the needs of students
- Support the Head of Schools and SLTs in improving teaching and learning within the Trust
- In addition carry out the duties of a school teacher, as set out in the current Schoolteachers' Pay and Conditions Document

Working within the Trust:

- Articulate and model the Trust's vision and strategic direction; demonstrating a collaborative, team working approach to school improvement
- Implement specific Trust initiatives to ensure the vision is promoted and achieves the highest standards
- Demonstrate a commitment to continuous professional development.

### Leading Teaching and Learning across English

The Assistant Headteacher will be an outstanding practitioner who will:

- Be responsible for the quality of teaching and learning in English
- Provide support for staff in improving their classroom practice
- Promote the active involvement of students in their own learning
- Lead and support strategies to promote the very highest standards of behaviour
- Contribute to the development of a broad, rich, exciting and challenging curriculum that is aspirational and meets the needs of students across the schools/academies
- Promote the use of modern technologies to enhance and extend students' learning
- Monitor and evaluate classroom practice
- Challenge underperformance at all levels, securing corrective action, follow up and support
- Liaise with primary colleagues within and outside of the Trust.

### **Developing self and others**

The Assistant Headteacher will be reflective, collaborative and:

- Be a role model for the whole school community, setting high professional standards
- Treat people fairly, equitably and with dignity and respect
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals
- Manage own workload and that of others
- Will be self-reflective, review own practice, set personal targets and take responsibility for their own personal development
- Set high expectations of your own performance and that of others
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Engage in relevant professional development as appropriate.

### **Managing within the organisation**

The Assistant Headteacher will be an excellent leader who will:

- Produce and implement clear evidence-based improvement plans and policies to develop the school/academy
- Report to the Governing Body as appropriate
- Take responsibility for the appraisal of identified staff
- Ensure resources are used effectively and efficiently so that the school/academy demonstrates value for money. Establish systems for Quality Assurance to inform the schools/academies improvement plan and establish a positive culture of self-review and improvement
- Effectively evaluate and strategically plan for improvement by managing and deploying financial and physical resources within the Trust.

### **Securing accountability**

The Assistant Headteacher will:

- Ensure that staff are appropriately held to account and that student progress is not hampered by inefficient teaching
- Present a coherent and accurate account of teaching to a range of stakeholders
- Ensure Quality Assurance systems in the schools/academies are followed assiduously
- Support staff in understanding their own accountability
- Develop a shared ethos around corporate responsibility for outcomes
- Manage Teaching and Learning in line with policy.

### **Safeguarding**

- The Assistant Headteacher will be fully committed to the safeguarding and promoting of the welfare of children, young people and vulnerable adults in every regard.

**Main Duties:****Leadership:****Director of English:**

- To provide the strategic leadership across the English curriculum area in accordance with the aims and objectives of the Trust
- Strategic lead on the development of teaching and learning for all Teachers of English, by developing and enhancing the teaching practice of all staff within the area, implementing improvements where required
- To strategically develop use of national initiatives to ensure effective planning for future improvements
- To monitor and evaluate the progress of staff and students towards meeting the overall aims and objectives
- To be accountable for the establishment and effectiveness of the policies and procedures needed to achieve these aims and objectives
- To be responsible for the management of resources to ensure that the aims and objectives can be achieved
- To be accountable for student attainment and staff performance in the English departments, at schools/academies, working with the Subject Leaders of English
- To monitor classroom performance and manage interventions and support
- To establish common standards of practice within the curriculum and subject area and develop the effectiveness of teaching and learning styles in all subject areas
- To keep up to date with national developments in teaching practice and methodology
- To conduct robust monitoring activities in accordance with Trust policy and be accountable for evaluating English, working with the Subject Leaders of English
- Line Management of identified staff and improvement partner for an identified curriculum area.

**Curriculum Leadership:**

- To lead curriculum development for the English curriculum area, across schools/academies.
- To liaise with the appropriate member of SLT to ensure the delivery of an appropriate, high quality curriculum programme which meets the needs of all students
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
- To lead the development of appropriate syllabi, resources, SoW, assessment policies, and teaching and learning strategies in the area
- To maintain accreditation with the relevant examination and validating bodies
- To link with colleagues to ensure that the work in the curriculum area fully reflects the Trust's distinctive ethos.

**Staff Development:**

- To work with the SLT and other Line Managers to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake Performance Management Review(s) and to act as reviewer for identified staff.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with Trust procedures.
- To be responsible for the efficient and effective deployment of any relevant associate staff within the English department.

**Assessment:**

- To establish a robust target-setting process within English, across schools/academies.
- To evaluate the performance data provided and take appropriate action on issues arising setting realistic deadlines where necessary and reviewing progress on the action taken
- To produce reports on examination performance, including the use of value-added data

- To provide all relevant bodies with robust information relating to performance and development.

### **Other Generic Duties:**

#### **Communication:**

- To ensure that all members of staff in the English departments are familiar with its aims and objectives
- To ensure effective communication/consultation as appropriate with the parent/carers of students and other relevant stakeholders
- To liaise with partner schools, Higher Education Institutions, industrial links, Examination Boards/Awarding Bodies and other relevant external bodies
- To represent the Trust's views and interests in a professional manner.

#### **Marketing & Liaison:**

- To contribute to the Trust marketing activities, e.g. the collection of material for press releases
- To lead the development of effective subject links with partner schools and the community; attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events
- To actively promote the development of effective subject links with external agencies.

#### **Management of Resources:**

- To efficiently manage the available resources of space, staff, and equipment within the limits, guidelines and procedures laid down
- To work with the relevant Subject Leaders of English to ensure that teaching commitments are effectively and efficiently timetabled.

#### **Pastoral System:**

- To monitor and support the overall progress and development of students within the subject
- To monitor student attendance and progress in relation to targets set for each individual, ensuring that appropriate action is taken where necessary
- To ensure the Behaviour Policy is implemented so that effective learning can take place.

#### **Operational:**

- To promote teamwork and to motivate staff to ensure effective working relations
- To be responsible for the day-to-day line management of staff within the areas, delegating where appropriate, and ensuring that they follow Trust policies and meet all requirements and deadlines.

#### **You will also:**

- Contribute to the strategic leadership and management of the Trust in order to develop an ethos and culture of high expectations
- Model the ethos and vision for the Trust
- Line and performance manage identified staff and teams
- Coach and develop the staff and students for which they are accountable.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request including conducting work in other schools that may join the trust and undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Trust to reflect or anticipate changes in the job commensurate with the grade and job title.

## **NOTES**

- A** The above responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Documents.
- B** This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time.
- C** This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time.