# **St Anne's Academy**

# **Job Description: Associate Director of English**

# Responsibilities related to this post are:

## Contributing and supporting the Academy's vision and overall development by:

#### **External**

- 1. Researching best practice in relation to developing English across the Academy and overseeing its successful implementation.
- 2. Developing links and partnerships with colleagues from other learning communities including LA network meetings, external organisations and Universities.
- 3. Exploring Professional Development opportunities to ensure that personal practice is outstanding.

#### Internal

- 1. Developing a learning community ethos amongst English staff and students.
- 2. Working with English Leadership to lead, develop and manage a team of colleagues in planning, teaching, meeting and assessing the curriculum in English at KS3 and KS4.
- 3. Working with English leadership to develop and monitor the quality of teaching and learning in English and ensure that secure quality assurance procedures are in place.
- 4. Working with English Leadership to plan and teach intervention programmes to improve the performance of targeted students.
- 5. Ensuring that Academy attainment targets are met in English.
- 6. Providing cross-curricular support in line with Academy policy, e.g. Literacy improvement foci.
- 7. Leading, supporting and implementing the Academy Code of Conduct within English.
- 8. Implementing the Academy's Teacher Appraisal & Capability Policy.
- 9. Supporting the Christian Ethos of the Academy.
- 10. Organising extra-curricular activities to promote English.
- 11. Supporting and complying with Academy policies and risk management procedures, e.g. Child Protection, Health and Safety, e-Safety, Data Protection, etc.
- 12. Carrying out other duties from time to time as directed by the Principal.

### **Leadership Responsibilities**

• As negotiated.

### **Broad Responsibilities:**

Development and Leadership of English across the Academy in conjunction with English Leadership

## **Accountability:**

Accountable to the Course Director of English and the Strategic Leadership Team

Salary: TLR 1C

St Anne's Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.