

JOB DESCRIPTION

**JOB TITLE:** **Director of English**

**L8 – L12**

**ACCOUNTABLE TO: Assistant Headteacher - Core**

**JOB PURPOSE**

To exhibit exemplary teaching and to lead the improvement of teaching skills within the department and the wider school.

The day to day management and high standards of curriculum leadership in the Department along with the setting, development and implementation of policies, plans, targets, practices and procedures related to curriculum leadership within department and the wider school.

**Leadership and Management**

* Lead and manage staff and pupils in your subject area in order to inspire, raise aspirations, improve achievement, embed ambition and continually drive improvement in order to achieve the vision and aims of the school.
* Attend Senior Leadership (where requested) and middle leadership team meetings and ensure the content and outcomes of the meetings are reported back where relevant to subject staff
* Prepare for and attend Middle Leader interviews as part of the review cycle with the Senior Leaders to assess progress of pupils within the department
* Share good practice across the School
* Ensure an appropriate induction programme for new staff into your subject area and excellent support for those members of staff who may teach in the subject area as part of their teaching duties and who may be non-specialist
* Line manage and conduct annual lesson observation and appraisal of designated members of the department as part of the Appraisal Policy
* Identify and agree staff development and training needs of the individuals and the department
* Monitor preparation, planning and marking within the department
* Plan and lead departmental meetings and record action points
* Prepare and review annually the Departmental Improvement Plan
* Be accountable for the departmental budget ensuring that any given budget is not exceeded

**The experiences offered to pupils within the department**

* To constantly seek to improve and develop innovative methods of teaching and learning with the aim of meeting or exceeding expected levels of progress
* Ensure that literacy and numeracy are an integral parts of the curriculum offered within the department
* Plan and implement the syllabus and schemes of work within the department.
* Develop teaching and learning and monitor its effectiveness within the department
* Ensure that pupils show progress through sustained and consistent improvement in their subject knowledge, understanding and skills in relation to prior attainment
* Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes
* Monitor the setting of appropriate SMART individual pupil targets
* Develop plans for the department which identify clear targets, timescales and success criteria for its development and or maintenance in line with the Schools’ Action Plan
* Ensure adherence to the School’s Homework Policy and undertake regular monitoring of the homework provision in the department
* Analyse public examination results. Reviewing against targets and identifying areas for development

**Responsibilities as Leading Practitioner**

* Work alongside colleagues, under the direction of the Senior Deputy Headteacher, to guide and advise on practice, ensuring the best possible progress for all pupils
* To exhibit exemplary teaching skills
* Assist Senior Leaders to improve teaching skills within the department and the wider school
* Work with the Senior Deputy Headteacher to develop ongoing training and staff development activities
* Provide in-class professional development for teachers through modelling teaching practice
* Be involved and help lead coaching, mentoring and induction of teachers, including trainees and newly qualified teachers
* Demonstrate high quality provision of all services
* Demonstrate highly effective strategic direction, leadership and management at all levels
* Effective deployment of resources
* A safe and engaging learning environment for all pupils

**Expectations of a Leading Practitioner**

* Act with professional integrity at all times
* Notwithstanding issues of confidentiality and tact, act with honesty and transparency with regard to your work
* Identify and improve those areas relevant to your role which need to move from good to outstanding
* Maintain school policies and procedures relevant to your area and update whenever required
* Be present where required at meetings, performance and other functions/events
* Undertake specific tasks reasonably delegated by the Headteacher or Senior Leadership Team
* Ensure that the Department is consistently effective with a view to becoming high effective on a continuous basis

**Behaviour and Safety**

* Take responsibility for the consistent application of the school’s Behaviour Policy for the department
* Work closely with the appropriate Head of House on matters concerning pupils who are identified as being part of a significant or vulnerable group or group with identified needs and the effective deployment of TAs to support these pupils

**Professional Standards**

* Treat all members of the community, colleagues and pupils, with respect and consideration.
* Treat all pupils fairly, consistently and without prejudice.
* Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
* Promote the aims of the school by attendance at and participation in events such as open evenings, options evenings and the like (as appropriate to responsibilities).
* Support the ethos of the school by upholding the Behaviour for Learning Policy and uniform regulations at all times including travel to and from school.
* Take responsibility for own professional development as identified with the line manager.
* Participate in staff training when provided.
* Reflect on your own practice as well as the practices of the school with aim of improving all that we do.
* Read and adhere to the various policies of the school as expressed in the Staff and Department Handbooks and Policies (available on the P Drive).
* Ensure that all deadlines are met as published in the school calendar.

**Quality of Teaching and Learning**

* To meet Teacher Standard 8 (September 2012).
* To meet the Teacher Standards (September 2012)

**Health & Safety**

* To promote and comply with the school’s policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others

**Safeguarding**

The Malling School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by The Malling School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description is additional to the basic duties outlined in the latest School Teachers’ Pay and Conditions document and reflects the policies agreed by the Governors. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

Signed…………………………………………………………….. date……………………….

Signed…………………………………………………………….. date…………………………

Headteacher