Wootton Upper School
WOOTTON ACADEMY TRUST
Kimberley College

Director of English and Communications

Job Description	
Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Purpose:	To lead the English Department with vision, promoting and developing its academic reputation. Ensure that high standards of teaching and learning are delivered, resources are used effectively and the curriculum is managed and developed across the Department in accordance with the strategic direction of Wootton Academy Trust.
Job Title:	Director of English and Communications
Department:	English
Location:	Wootton Upper School/Kimberley College
Reporting Line:	Executive Principal via the Vice Principal
Hours:	Full Time
Line management responsibility for:	English Staff
Principal Accountabilities/ Responsibilities	Ensure the safety and well-being of all pupils in your department and any other pupil who approaches you for help. Communicate any concerns about pupils appropriately. Contribute to whole school policy-making and strategic planning. Align and develop department plans, schemes of work and strategies with the Trust's vision and objectives. Lead and manage the department, recruiting, inducting, developing, motivating and appraising members of the department to ensure that they have a clear understanding of expectations, establish positive relationships with pupils and that high performance standards are consistently achieved. Be responsible for the effective and efficient deployment of teachers and the grouping of pupils. Exemplify and ensure excellence in teaching and learning, classroom organisation and display, standards of achievement, behaviour and discipline. Develop and implement appropriate specifications, materials and schemes of learning for all year groups. Ensure appropriate assessment, recording and reporting takes place in the department. Assume overall responsibility for the setting, administration and marking

	of pupils work and assessments, ensuring that all departmental data is provided on time as per the assessment calendar. Make effective use of departmental data ensuring that all colleagues act upon it. Be proactive in communicating strategies of intervention where they have been successful or unsuccessful. Monitor and control the department's allocated budget and purchasing arrangements to ensure the efficient and effective use of all resources. Identify future resourcing needs for consideration in the budget planning process. Promote links with local industry and commerce, HE and FE to ensure relevance of the curriculum and broaden educational opportunities for our pupils. Ensure that the department contributes fully to the wider life of the school. To have an oversight of all educational visits and trips, ensuring that Trust policy is adhered to and best practice maintained. To provide reports as requested by the Executive Principal for both internal and external audiences. Attend school, Leadership and Local Governors meetings as required. Ensure appropriate work is set to cover absences within the department in line with the Trust's policy. Take responsibility for own continuous professional development and the training needs and development of those in the English Department; keep up to date with developments in education, subject and professional standards.

You may also be required to undertake such other comparable duties as the Trust requires from time to time.

Person Specification		
	Essential Criteria	**Desirable Criteria**
Qualifications	Qualified Teacher Status Graduate in English or closely related subject	
Experience	An outstanding subject teacher Successful experience of teaching GCSE and A level. A track record of pupils achieving high levels of progress	Experience of participating in or leading a whole school initiative
Knowledge & Skills	Excellent subject knowledge Ability to contribute to the further development of Schemes of Learning. Strong ICT skills with a clear understanding of the potential for ICT to transform pupils' learning The ability to lead and manage people to work towards a common goal Able to be highly evaluative of your own work and that of other colleagues and to identify effective strategies to secure improvements. Excellent interpersonal, communication and behavioural management skills. Excellent organisational skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.	Knowledge of Ofsted framework(s)
Personal competencies and qualities	Possess personal warmth and be able to gain the confidence of pupils and parents, demonstrating the ability to create a positive rapport with pupils and a safe environment within which the student can flourish. Possess a positive attitude and approach to change and development Flexible to meet the needs of Wootton Academy Trust Commitment to continuous professional development	Willingness to contribute to extra-curricular activities.