

LANGLEY SCHOOL: JOB DESCRIPTION

Post Title:	ASSISTANT HEADTEACHER AND HEAD OF ENGLISH FACULTY AND WHOLE SCHOOL LITERACY - OTHER WHOLE-SCHOOL RESPONSIBILITIES TO BE CONFIRMED BASED ON STRENGTH OF SUCCESSFUL CANDIDATE
Purpose:	<p>Key: As Head of the English Faculty/ As Assistant Headteacher/ In both roles</p> <ul style="list-style-type: none"> • To promote and safeguard the welfare and well-being of children. • As a member of the Senior Leadership Team, to assist the Headteacher with the leadership and management of Langley School in order to achieve the highest possible academic and personal development outcomes for our students. • To support the fulfilment of whole school aims and objectives, including taking on additional whole-school roles and responsibilities commensurate with the role of Assistant Headteacher, to be determined by the Headteacher on or shortly after appointment. • As Head of the English Faculty, to be accountable for leading, managing and developing the Faculty to ensure that teacher inputs, student progress and attainment outcomes are the highest possible. • As Whole School Literacy leader, promote literacy across the curriculum; track literacy progress and co-ordinate Literacy Interventions and measure their impact.
Reporting to:	Deputy Headteacher [Curriculum] / Head Teacher
Responsible for:	Teaching staff and other relevant personnel within the Faculty
Liaising with:	Headteacher/Deputy and Assistant Headteachers, Heads of Faculty, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff, LA staff, and parents.
Working Time:	195 days per year Full-time
Salary/Grade:	Leadership Group Pay Spine L14-L18 [Assistant Headteacher]
Disclosure level:	Enhanced
MAIN (CORE) DUTIES	
Operational/ Strategic Planning	<ul style="list-style-type: none"> • To provide outstanding leadership and management of the English Faculty in order to raise standards. • To be accountable to the Governors for the overall

	<p>performance of the English Faculty.</p> <ul style="list-style-type: none"> • To develop and enhance the teaching practice of other colleagues and learning habits of our students in order to ensure the best possible attainment and progress across the Faculty. • To ensure the provision of an appropriately broad, balanced, relevant, differentiated English curriculum for students in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. • To effectively manage and deploy teaching/support staff, financial and physical resources within the English Faculty to support the designated curriculum. • To lead Faculty/ team meetings as appropriate. • To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies across the Faculty. • To organise the day-to-day management, control and operation of course provision within the Faculty. • To monitor, evaluate and intervene effectively to ensure and student progress. • To implement school policies and procedures. • To work with colleagues to formulate aims, objectives and strategic plans for the Faculty, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school. • To work collaboratively with the other TLR post holders in the Faculty to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission. • In conjunction with the Deputy Headteacher (Curriculum) to foster and oversee the application of ICT in English and to develop online support materials for students. • To monitor and support multi-cultural education. • To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Faculty are in line with national requirements and are updated where necessary, in liaison with the school's Health and Safety Manager. <ul style="list-style-type: none"> • To co-ordinate Whole School Literacy, including line managing Librarian and tracking the progress of reading • Work alongside Pupil Premium Co-ordinator to ensure that Literacy amongst disadvantaged students is prioritised and that interventions are in place to ensure that students' rates of progress are improved. • Undertake any duties the Headteacher or Deputy Headteachers may reasonably delegate. • To be jointly accountable to the Governors for the effective leadership and management of our school. • To have and demonstrate high expectations of self and
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	<p>others, with a clear emphasis on students' outcomes in their widest sense.</p> <ul style="list-style-type: none"> • To help create and maintain the conditions in which our students can reach the highest academic and personal development standards of which they are capable. • To develop, implement, monitor and evaluate school policies and daily practice to promote the vision, values and aims of our school within a culture of excellence, equality and high expectations for/ from all. • In collaboration with the Senior Leadership Team, to identify whole-school priorities, leading to continuous improvement. • To work actively to understand the views and develop the support of staff to ensure that all are working in a common direction. • To undertake whole-school monitoring and evaluation functions as required. • To develop outstanding, professional relationships with students, families, Governors and other stakeholders. • To respond to unplanned situations which arise in the daily running of our school. • To assist in the maintenance of good student discipline and to support staff, especially when dealing with crises and emergencies. • To take part in the monitoring, evaluation and review of appropriate whole-school activities relevant to the curriculum, organisation and pastoral functions of our school. • To follow the principle of 'Cabinet responsibility' regarding Senior Leadership Team decisions. • To assist and advise the Governing Body of our school as required. • To be an active, supportive, challenging member of our school's Senior Leadership Team, collaborating with colleagues to enhance its effective leadership, management and development.
Curriculum Provision:	<ul style="list-style-type: none"> • To liaise with the Assistant Headteacher (Teaching and Learning) and Deputy Headteacher (Curriculum) to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme • To be accountable for the development and delivery of a high quality learning experience for all of our students in English.
Curriculum Development:	<ul style="list-style-type: none"> • To lead curriculum development for the whole Faculty. • To keep up-to-date with national developments in the subject area as well as teaching practice and methodology. • To monitor and respond to curriculum development and initiatives at national, regional and local levels. • To ensure that the development of English subjects are in line with national developments.

<p><u>Staffing</u></p> <p>Staff Development:</p> <p>Recruitment/ Deployment of Staff</p>	<ul style="list-style-type: none"> • To work with the Assistant Headteacher [Staff training and development] to ensure that staff development needs are identified and that appropriate programmes are provided to meet such needs. • To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Faculty and/or liaising with the Cover Supervisor/relevant staff to secure appropriate cover. • To promote teamwork and to motivate staff to ensure effective working relations. • To participate in the school's ITT programme when required. • To be responsible for the day-to-day management of staff within the Faculty and act as a positive rôle model.
<p>Quality Assurance:</p>	<ul style="list-style-type: none"> • To seek / implement Faculty improvement where required. • To ensure that the Faculty's quality procedures meet the requirements of school self-evaluation and the SIP. • To participate as reviewer and reviewee as part of the performance management process for staff. • To ensure the effective operation of quality assurance systems. • To establish the process of the setting and getting of targets within the Faculty. • To establish common, high standards of practice within the Faculty and develop the effectiveness of teaching and learning styles for all Faculty members. • To contribute to the school procedures for lesson observation. • To implement school quality assurance procedures and to ensure adherence to those within the Faculty. • To monitor and evaluate the Faculty in line with agreed school procedures, including evaluation against quality standards and performance criteria.
<p>Management Information:</p>	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning Faculty performance and standards. • To make use of analysis and evaluate performance data provided. • To identify and take appropriate action on Faculty issues arising from data, systems and reports, reviewing progress on the action taken. • To produce reports within the quality assurance cycle for the Faculty [e.g. Annual Review]. • To produce quality reports on examination performance, including the use of value-added data. • In conjunction with the Deputy Headteacher [Curriculum] and Data Manager, to manage the Faculty's collection of data. • To provide the Governing Body with relevant information relating to Faculty performance and development.

Communications:	<ul style="list-style-type: none"> • To ensure that all members of the Faculty are familiar with its aims and objectives. • To ensure effective communication/consultation as appropriate with the parents/ carers of students. • To liaise with partner schools, higher education, Industry, examination boards, awarding bodies and other relevant external bodies. • To represent the Faculty's views and interests. • To communicate effectively with all of our stakeholders, representing the views of our school.
Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the school's liaison and marketing activities, e.g. the collection of material for press releases/newsletter. • To lead the development of effective subject links with partner schools and the community • To attend liaison events and the effective promotion of the Faculty at Open Days/Evenings/other events. • To attend liaison events with other Langley stakeholders, as required. • To promote the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> • To manage the available resources of space, staff, money and equipment efficiently with the limits, guidelines and procedures laid down, including deploying the Faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records • To work with the Assistant Headteacher [Teaching and Learning] in order to ensure that the Faculty's teaching commitments are effectively and efficiently time-tabled and roomed.
Pastoral System:	<ul style="list-style-type: none"> • To monitor, support and drive the overall progress and Development of students within the Faculty. • To monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that intervention procedures are adhered to and are impactful. • To act as a Form Tutor, if required, and to carry out the duties associated with that rôle as outlined in the generic job description. • To ensure that whole-school behaviour management systems are implemented across the Faculty so that effective learning can take place.

Teaching:	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of an Assistant Headteacher.
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.
<p>Other Specific Duties:</p> <ul style="list-style-type: none"> • To continue personal professional development as agreed. • To engage actively in the performance review process. • To comply with our school's Health and Safety policy. • To maintain confidentiality, where appropriate, in school-related matters. • To play a full part in the life of the school community, supporting its distinctive aims. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continue employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Date :

Signature:

Name: