



Job description

Post title Director of learning - English

Post purpose

- Carry out the professional duties at assistant principal level as set out in the Teachers' Pay and Conditions Document and as directed by the principal within the context of the job description set out below.
- To promote the vision, ethos and policies of the college, as well as high levels of achievement.
- To be accountable for strategically leading, managing and developing the English department providing high quality, professional leadership.
- To oversee the whole school approach towards literacy development, including line management of the literacy coordinator.
- To help develop and enhance the teaching practice of others.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
- To keep up to date and to disseminate national/local developments across identified areas of leadership.
- To raise standards of student attainment and achievement within the whole curriculum area and be accountable for student progress and development.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum within the department, in accordance with the aims and policies of the college.
- To uphold college policies in respect of safeguarding to ensure the safety and well-being of all learners.
- To provide and safeguard the welfare of students the post holder is responsible for, or comes into contact with.

Reporting to Leadership team line manager

Responsible for Teaching staff, support staff and other specified personnel within the faculty.

Liaising with Principal, senior leadership team, other department and curriculum team leaders, pastoral team, SEND team, relevant staff with cross-school responsibilities, teachers and support staff, LA representatives, external agencies and parents.

Working time Full time

Salary/grade Leadership scale L8-12.

Disclosure level Enhanced.

Teaching

- To undertake an appropriate programme of teaching.
- To model excellence in teaching and learning.

Operational / strategic planning and direction

- To ensure that the work in the curriculum area fully reflects the college's distinctive ethos and mission.
- To be responsible and accountable for strategically leading, managing and developing the English department and whole school approach towards literacy.
- To lead and manage the planning within the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SIP/DIP and the aims and objectives of the college.
- To be responsible for the development of appropriate curriculae, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the curriculum area and department.
- To be responsible for the day-to-day management, control and operation of course provision with the department, ensuring effective deployment of staff and physical resources, including the college library.
- To manage and analyse data and lead colleagues in the use of data to improve student progress and raise attainment, actively monitoring and following up student progress.
- To foster and oversee the application of ICT within the subject including the development of materials for learning outside the classroom.
- To implement college policies and procedures eg equal opportunities, health and safety, control of substances hazardous to health (COSHH), etc.
- To ensure that health and safety policies and practices, including risk assessments, throughout the department are in-line with national requirements and are updated where necessary, therefore liaising with the college's health and safety manager.

Curriculum provision

- To liaise with the senior lead responsible for teaching & learning to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan (SIP) and School Evaluation.
- To be accountable for the development and delivery of subject(s), including relevant aspects of the PSHCE curriculum.

Curriculum development

- To lead curriculum development for the whole department.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.
- To be responsible for the development of subject reading, writing, communication and mathematics (RWCM) skills.
- To ensure that the development of subjects is in line with national developments.

Staffing

- To support the college's performance management systems and procedures in ensuring that they are rigorous and effective in supporting high standards of students and staff performance.
- To work with the senior lead responsible for teaching & learning to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To continue own professional development, as agreed with team leader.
- To be responsible for the efficient and effective deployment of the department's technicians/support staff, including the librarian/learning resources coordinator.

- To support the college's performance management systems and procedures in ensuring that they are rigorous and effective in supporting high standards of pupil and staff performance.
- To make appropriate arrangements for classes within the department when members of staff are absent, including liaising with relevant staff to secure appropriate cover.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with college procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the college's initial teacher training (ITT) programme.
- To be responsible for the day-to-day management of staff within the designated department and to act as a positive role model.
- To coach and mentor staff as appropriate.

Quality assurance

- To ensure the effective operation of quality control systems.
- To lead the process of the setting of targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and to develop the effectiveness of teaching and learning styles areas within the department.
- To contribute to the college procedures for lesson observation.
- To implement college quality procedures and to support adherence to those within the department.
- To monitor and evaluate the curriculum area in line with agreed college procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the department's quality procedures meet the requirements of quality assurance procedures and the college and department improvement plans.

Management information

- To ensure the maintenance of accurate and up-to-date information within the department self-evaluation form and improvement plan and concerning the department on the school website.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department.
- In conjunction with the relevant member of the leadership team and data manager, to manage the department's collection of data.
- To manage and analyse data and lead colleagues in the use of data to improve student progress and to raise attainment across the identified areas of leadership.
- To provide the governing body with relevant information relating to the department's performance and development.
- To oversee the management of work undertaken by the literacy coordinator.

Communication and liaison

- To ensure that all members of the department 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, awarding bodies and other relevant external bodies.
- To represent the department's views and interests.
- To contribute to the planning and delivery of college liaison activities.
- To lead the development of effective subject links with partner schools and the community, promoting the subject effectively at liaison events in school, with partner schools and the wider community.
- To promote actively the development of effective subject links with external agencies.

Management of resources

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

- To work with the senior lead responsible for teaching & learning in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral system

- To monitor and support the overall progress and development of students within the department.
- To ensure the behaviour management policies and procedures are implemented in the department so that effective learning can take place.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a form tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHCE, collective worship and enrichment activities, according to college policy.
- To liaise with parents/carers and other relevant agencies in relation to students' special needs and behavioural issues.

Personal standards

- To set the highest example in terms of dress, punctuality and attendance.
- To attend and participate in parents' consultation evenings, open evenings, student performances, parents' forum and other college events.
- To uphold the college's behaviour codes and uniform regulations.
- To participate fully in CPD.

School ethos

- To play a full part in the life of the college community, to support its distinctive values and ethos and to encourage and ensure staff and pupils follow this example.
- Support the college in meeting its legal requirements for spiritual reflection and collective worship.
- To assist with the day-to-day smooth running of the college including lunchtimes and breaks.
- Promote actively the college's policies.
- Comply with the college's health and safety policy and undertake risk assessments as appropriate.
- To undertake any other reasonable task at the discretion of the principal.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The college 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 continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

All new appointees are employees of Embrace Multi Academy Trust. Our contract of employment contains a mobility clause stating that your normal place of work is at Brockington College, but that the trust may reasonably require you to be based at other academies within the trust.

This post is subject to a check being carried out at an enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.



Person specification Director of Learning - English

	Essential	Desirable
1. Qualifications	<p>Qualified teacher status.</p> <p>Honours degree status.</p> <p>Evidence of recent professional development including curriculum developments and pedagogy.</p>	<p>Higher degree or evidence of further professional development (eg NPQSL, Leadership Pathways).</p>
2. Experience	<p>An outstanding classroom practitioner who has the ability to teach English to an outstanding level.</p> <p>Successful recent English teaching experience at both KS3 and KS4.</p> <p>Proven record of raising standards with all ability levels.</p> <p>Demonstrates a clear understanding and confident use of a variety of teaching methods and learning strategies.</p> <p>Confident in the use of data to monitor and raise achievement.</p> <p>A proven ability to design, monitor and evaluate classroom provision based on the identified learning needs of individual students.</p> <p>Experience of a strong positive impact in a leadership role.</p> <p>Experience of leading teams and initiatives, and working with others to develop teaching and learning innovations.</p> <p>Previous experience in the performance management of others</p> <p>Experience of data analysis and target setting.</p>	<p>Experience of school self-evaluation.</p> <p>Experience of mentoring and coaching staff.</p> <p>Experience of leading continuous professional development.</p> <p>Experience of teaching at A-level standard.</p>
3. Communication	<p>Have the ability to work with, motivate and sustain effective and positive relationships with colleagues.</p> <p>Excellent interpersonal skills and communicator with all stakeholders including colleagues, parents/carers, students and governors.</p>	<p>Experience of using student voice to impact on teaching and learning.</p>



	Essential	Desirable
	Ability to work with, motivate and sustain effective and positive relationships with an appropriate degree of rigour and challenge.	
4. Knowledge and skills	<p>Clear understanding of the role of a curriculum team leader.</p> <p>Ability to plan strategically, monitor effectively and evaluate analytically.</p> <p>Knowledge and understanding of the Ofsted and SIAMS inspection framework.</p> <p>Confidence in using software for data management.</p> <p>Ability to employ a range of teaching and learning strategies and different resources to encourage differentiated learning.</p> <p>Excellent ICT skills and strong understanding of the strategic importance of ICT and learning to raise standards.</p> <p>Ability to lead an experienced team.</p> <p>Ability to manage own workload and work to deadlines.</p> <p>Good organisational and administrative skills.</p> <p>The ability to keep clear records.</p> <p>Knowledge of and commitment to safeguarding/child protection and health and safety procedures.</p>	Understanding of national achievement data of student groups.
7. Special Educational Needs	<p>An appreciation that many individuals have special educational needs that must be recognised and catered for.</p> <p>Evidence of effective, supportive work with students having special needs.</p>	
8. Extra-curricular	<p>Commitment to extra-curricular activities including trips and activities.</p> <p>Commitment to the house system.</p> <p>Willingness to be involved in whole college initiatives.</p>	



	Essential	Desirable
9. Personal qualities	<p>Demonstrates enthusiasm about the subject and ability to inspire and motivate students.</p> <p>Passion for the subject and the ambition to develop each child to his or her maximum potential and enable students to flourish by building their self-esteem.</p> <p>Shows determination to make a significant contribution to the whole college.</p> <p>Ability to manage own work load and meet deadlines.</p> <p>Have enthusiasm, eagerness and a good sense of humour.</p> <p>Ability to be flexible.</p> <p>Excellent punctuality and attendance.</p> <p>High expectations of self and others.</p> <p>Personal values consistent with the ethos of a Church of England school.</p> <p>Willingness to support and contribute to the Christian ethos, work, aims and character of the school.</p> <p>An understanding of and commitment to equal opportunities and the ability to apply this to strategic work and day-to-day situations.</p> <p>Ability to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010</p> <p>Be prepared to work some non-standard hours as required.</p>	
10. References	Supportive references.	