Ousedale School
Aspire | Believe | Achieve

JOB DESCRIPTION

ASSISTANT DIRECTOR OF ENGLISH (OLNEY)

CORE PURPOSE

- Provide professional leadership and management of the department at Olney to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students;

- Support, guide and motivate teachers of the subject and other adults e.g. classroom assistants, administrative and technical staff in promoting a positive staff culture, good practice and continuing professional development;

- Monitor, evaluate and be accountable for the standards of teaching and learning, ensuring that all students make progress towards and most students achieve their targets;

- Be accountable for the efficient and effective day-to-day running of the department including student behaviour and the effective deployment of staff and resources at Olney;

- Carry out a systematic approach to self-evaluation in line with school policy;

- Work with the Director of English, to develop the department, in line with the overall needs of the school, with an understanding of how your subject area contributes to school priorities and to the overall education and achievement of all students.

Reporting to:	**Director of English**
Responsible for:	**Teaching, technical and support staff and relevant Personnel within the department in association with the responsibilities of the Job description.**
Liaise with:	**All TLR holders in English, SPAL & PAL, SEN Dept, parents and relevant non- teaching staff, examining boards.**

STRATEGIC DIRECTION

- Assist in development of policy and practice to support the continued improvement of effective teaching and learning in the English department and across the school;

- Support the Director of English in ensuring the English department promotes, and lives, the vision for the school and the school motto: Aspire, Believe, Achieve;

- Contribute to students' spiritual, moral and cultural development;

- Analyse and interpret relevant data, research and other documentation to inform future practice, expectations and teaching methods;

- Monitor progress made in implementing subject plans and achieving targets, evaluate the effect on teaching and learning, and use this analysis to guide further improvement

TEACHING AND LEARNING

- Ensure the Learning and Teaching policy is implemented and monitored. Liaise with the Director of English to ensure that schemes of work meet the latest specifications and that Controlled Assessments are implemented as per examination guidelines. Support the Director and Assistant Director of English by organising catch-up sessions as appropriate;

- Ensure the KS3 and 4 schemes of work and assessments are implemented appropriately at the Olney campus. Ensure methods are standardised across the Olney campus, achievement and underperformance identified and targets for further improvement set and implemented. Ensure consistency of approach amongst all teachers at the Olney campus and ensure that guidance from relevant TLR Holders from NP is being actioned;

- Take an active role in the development and writing of schemes of work;

- Set clear expectations for staff and students in relation to student behaviour. Ensure S/PALs and/or parents are kept well informed;

- Ensure PR follow up is implemented at the Olney Campus and the impact monitored and analysed.

- Take a lead in organising catch up / revision sessions for Olney students at KS3 and KS4

- Take an active role in parental engagement, running sessions for parents of G&T, PP students at the Olney Campus.

LEADING AND MANAGING STAFF

- Lead and manage the team at the Olney campus ensuring they are clear about schemes of work, assessment deadlines and appropriate resources to use with each ability range. Support them with subject knowledge where necessary;

- Support the team in achieving constructive working relationships with students;

- Carry out performance management reviews and classroom observations in line with school policy. Support the further professional development of all staff, including newly qualified teachers and initial teacher training students;

- Work with the SENCO and other staff with special educational needs expertise, to ensure the individual education plans are used to set subject specific targets and match work to students' needs;

- Be a role model for other staff in terms of your own teaching ensuring you teach consistently good / outstanding lessons.

EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- Work with the Director of English to identify staff and resource needs at the Olney Campus;
- Make appropriate arrangements for classes when staff are absent and organise cover work as necessary;
- Set up clear and effective day-to-day systems to ensure the department operates efficiently;
- Liaise with the Director of English in the preparation of the English timetable;
- Manage the organisation and maintenance of teaching resources including ICT for Olney;
- Create an effective and stimulating environment for teaching and learning;
- Ensure there is a safe working and learning environment in which risks are properly assessed and take account of any safety regulations which apply.

ETHOS AND CULTURE

- Promote an ethos and culture within the department that are in line with achieving the aims of the school.

Carry out any other reasonable tasks as directed by the Headteacher or Director of English.

September 2017