

SUMMARY OF MAIN DUTIES

JOB TITLE: Director of Learning for English

Salary Range: L10 - L14

Responsible for: All teaching staff and curriculum support staff working within English

Responsible to: Deputy Principal

The Director of Learning: English is accountable for the subjects of English Language and English Literature and their effective and efficient management by the relevant leaders within the Faculty. The role of Director of Learning: English also includes teaching within and the leadership of the subjects within the Faculty.

The Director of Learning is responsible for the delivery and development of teaching and learning in English throughout the Academy, ensuring that each student is positively encouraged to develop her or his potential to the full. The Director of Learning will maintain an overview of work being done and be accountable for progress, target and actual levels at all key stages. The Director of Learning will liaise with, as appropriate, members of the Extended Leadership Team and the Senior Leadership Team.

Leading Learning and teaching

- plan, implement and review the Faculty's curriculum within the framework of the National Curriculum and co-ordinate the production, in conjunction with Faculty colleagues, of appropriate schemes of work;
- work with the Assistant Principal: Teaching & Learning in promoting aspects of independent teaching and learning such as learning and thinking skills;
- ensure that assessment is both regular and thorough and that full records of assessment and intervention strategies are kept;
- maximise the academic potential of all students;
- support Faculty members in dealing with the management of student behaviour and progress;
- organise grouping arrangements of students within the Faculty, according to a clear rationale;
- encourage and promote cross-curricular developments;
- encourage links with the community and local industry to develop appropriate contexts for applied learning.

Strategic Direction and Development

- manage the English input into the Academy Development Planning and Reviewing process and provide strategic direction for the English Faculty which identifies priorities for development;

- establish the philosophy, aims and objectives of the Faculty, ensuring that they reflect those of the Academy;
- have a clear vision for a dynamic and inclusive curriculum provision for English that recognises the needs and context of the Academy as a whole and caters for the individual needs of learners;
- manage extra-curricular English as a whole, extending this beyond the current offer and promote English as an inclusive extra-curricular activity;
- liaise with the Deputy Principal: Curriculum and other leaders within the Faculty over staff deployment, timetabling requirements, teaching effectiveness and staff appointments.
- ensure that Academy policies are incorporated into Faculty documentation and implemented;
- involve students in external competitions;
- develop a wide network of external links to promote a high profile for the English Faculty both regionally and nationally;
- work with Extended Leadership Team and Heads of House in order to create and promote cross-curricular links, including alternative curriculum days;
- establish and maintain links with local primary schools and special schools in order to raise the profile of the English Faculty in the community;
- ensure effective two-way communication between the Faculty and Senior Leadership Team;

Leading and Managing Staff

- promote the development and training of Faculty staff, including performance review arrangements and the supervision of newly qualified or appointed teachers;
- pursue actively a stated policy of staff development within the Faculty, including the strategy, to ensure that all staff have the opportunity to fulfil their potential;
- monitor the effectiveness of other members of the Faculty and negotiate and implement an improvement plan where appropriate;
- ensure that effective formal and informal communication channels are maintained;
- work with others to create a positive climate and shared culture of mutual support;
- hold regular Faculty meetings;
- build an effective team through effective delegation of appropriate tasks, department responsibilities and duties;
- manage own workload and that of others to allow an appropriate work / life balance;
- support and, where possible, expand ITT programmes within English;
- advise Deputy Principal: Curriculum on staffing issues in the area;
- treat team members with equity and respect and be proactive in supporting all team members regardless of their need and take time to listen to the views of team members;
- ensure that English are represented in all curricular meetings and on various working groups;

Efficient and Effective Deployment of Resources

- keep the Faculty's spending within budget and ensure that stock and equipment are well cared for and economically used;
- supervise the work of support staff and delegate administrative tasks where appropriate.

Accountability

- keep the Faculty's spending within budget and ensure that stock and equipment are well cared for and economically used;
- supervise the work of support staff and delegate administrative tasks where appropriate;
- evaluate the use of resources in order to increase efficiency and effectiveness;
- ensure that Faculty rooms present a stimulating environment.

Additional Specific Responsibilities

- be a Tutor to an assigned Learning Family, if required, and to carry out related duties in accordance with the general job description of Tutor;

General Duties

- carry out a share of supervisory duties in accordance with published rotas;
- participate in appropriate meetings with colleagues and parents relative to the above duties
- carry out any other reasonable duty that is directed by the Principal.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.