

SECOND IN ENGLISH/ ASSISTANT HEAD OF ENGLISH JOB DESCRIPTION

Salary: M2-U3 plus TLR 2B

Line Management

- Post holder will work under the direction and supervision of the Head of English and the relevant SLT link

Purpose of the Post

- to further the Catholic and Christian ethos and identity of the school by actively promoting and working within the spirit and purpose of the mission statement.
- to ensure that learning and teaching are planned and implemented to secure the academic and social progress of pupils / students.
- to focus on all pupils / students fulfilling their potential in the subject area(s) regardless of their background or circumstances; every pupil matters.
- to support team members in the development of their professional knowledge and skill.
- to monitor and evaluate standards, achievements, efficiency and effectiveness in all areas of the team's work in the context of whole school policies and take steps to improve.

Within the context identified below, the Assistant Head of Department is required to carry out the professional duties set out in the relevant paragraphs of the **School Teachers' Pay and Conditions Document**.

Accountable for:

- supporting the Head of English in discharging his/ her duties
- interpreting and implementing the school learning policy, within the subject area(s), such that the team is focused on achieving mainly "cutting edge" practice.
- interpreting and implementing the school assessment for learning policy within the subject area(s), so that every pupil / student is able to understand assessment and to use it as a tool for planning improvement.
- homework / private study work being set, marked and graded, across the subject area(s), in accordance with school policy and calendar.

- ensuring the proper and effective use of school data by the team, to track pupil / student progress within the subject(s) and set targets for improvement.
- public and school examination / assessment outcomes within the subject(s)
- ensuring that the teaching team is working to a strategic plan which pinpoints team priorities
- providing regular coaching and feedback to staff in a way that recognises good practice, challenges underperformance, and supports progress against performance management objectives which impact on pupil / student learning
- managing the teaching team budget so that it is spent in line with priorities and best value principles.
- safe use and equitable deployment of teaching team resources and rooms.
- health, safety and good order of staff and pupil / students making use of the subject's teaching areas, reporting safety concerns to the bursar / school leadership team.

Responsible for:

- supporting the Head of English in carrying out his/ her duties
- engaging and leading the team in curriculum planning and development, assessment, recording and reporting; ensuring that the team is fully informed of, and taking wise judgments about, national and local changes.
- making sure that the curriculum meets any statutory requirements and requirements for assessment, recording and reporting.
- effective development of pupils' / students' literacy, numeracy and ICT skills.
- briefing the head and leadership team on major changes in the subject(s)
- ensuring the consistent implementation and improvement of schemes of work that encapsulate the school's key learning strategies and that provide interesting lessons and, as appropriate, off-site experiences for students.
- advising on staffing and timetabling needs of the subject area and taking part, as appropriate, in recruitment and selection processes.

- attending appropriate meetings with governors, colleagues, parents and outside agencies; communicating effectively, orally and in writing, with these stakeholders and the wider community.
- prioritising and managing own time effectively, balancing the demands made by teaching, subject management and involvement in school development.
- achieving challenging professional goals and taking responsibility for professional development.

In addition, the post holder:

- will act as a subject teacher commensurate with qualifications and experience, with a timetable that takes into account the demands of this post.
- will be a form tutor as required
- will undertake other duties as, from time to time, may be reasonably assigned by the head teacher.

Review

This job description does not define in detail all responsibilities of the post. It will be reviewed at least once each year and may be subject to modification or amendment after consultation with the postholder.

Person Specification – Second in English/ Assistant Head of English

Area	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Degree in relevant field • Qualified Teacher Status 	<ul style="list-style-type: none"> • 2:1 or better • Ability to teach at Key Stage 5
Experience and Job Related Aptitudes	<ul style="list-style-type: none"> • A passion for English and for teaching • An excellent classroom practitioner • Evidence of commitment to professional development • Relevant and recent teaching experience in a secondary school • Ability to articulate a clear educational philosophy • Understanding of the principles of curriculum design and enablers of delivering a transformational curriculum • Experience of developing research informed pedagogy • Understanding of and commitment to promoting and safeguarding the welfare of pupils 	<ul style="list-style-type: none"> • Experience of working in more than one school • Experience of leading a large team of teachers
Skills and Knowledge	<ul style="list-style-type: none"> • A strong academic background and subject knowledge • Knowledge of strategies to engage pupils in learning and raise achievement • An understand of how to assess pupil progress • Ability to motivate, inspire and enthuse learners of all abilities • Understanding of the central role of reflection in effective professional practice • Good ICT skills 	<ul style="list-style-type: none"> • Awareness of current educational developments • Recent professional learning in leadership • Track record of good relationships with students / parents / governors
Personal Qualities	<ul style="list-style-type: none"> • Supportive of a Catholic Christian ethos • Professional integrity and high expectations of self and others • Willingness to work hard • Reliability, punctuality, diligence and strong organisation • Excellent inter personal skills • Willingness to become involved in extra-curricular activities • Passion and drive about education and young people 	<ul style="list-style-type: none"> • Ambition for further career progression