

Job Profile:

Assistant Achievement Director for English



Salary scale:	MPS/UPS plus TLR2c
Working hours:	Full time
Academy/department:	Bishop Young Academy
Responsible to:	Achievement Director
Nature of contract:	Permanent

Job purpose:

To ensure the provision of high-quality teaching and learning, consistently high levels of progress for all students, and high standards and expectations from students and staff. Working with leadership at all levels to support achievement across the academy.

To fulfil the professional responsibilities of a teacher as described in the Teachers' Standards

Job specific responsibilities:

- Liaise with the Achievement Director to ensure and be accountable for the development and delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the academy plan
- Help devise, implement and monitor schemes of learning to ensure they focus on consistent and effective learning and teaching to produce progression for all and ensuring differentiation and personalisation of learning for all students
- Lead monitoring processes in the curriculum area using self-evaluation and development planning as an opportunity and tool to raise aspiration and achievement
- Develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the curriculum area
- Support, facilitate and monitor progress of designated areas of the Curriculum Area Development Plan/SEF
- Agree and support the achievement of subject student progress targets to make a measurable contribution to whole school targets
- Make effective use of a range of assessment, monitoring and recording strategies, using statistical and other information to evaluate teaching and monitor progress
- To know and apply the particular assessment requirements and arrangements for the subject(s) taught, including internal and external examinations and assessment for learning strategies
- To participate in preparing and presenting students for public examinations.
- To maintain appropriate records and to provide relevant, accurate and up to date information using the Academy's data collection systems
- To mark, grade and provide written, verbal and diagnostic feedback as required
- To participate in 'learning walks' and other learning evaluation and quality assurance strategies in accordance with Academy policy
- To know how to make effective personalised provision for those taught, including those for whom English is a second language, have special needs or disabilities or other groups of students
- To establish a purposeful learning environment within the classroom, teaching challenging, well organised lessons and sequences of lessons across the age and ability range

- Use an appropriate range of teaching strategies and resources, which meet students' needs and take practical account of diversity and promote equality and inclusion
- Adapt language to suit the students they teach, introduce new ideas and concepts clearly, and using explanations, questions discussions and plenaries effectively
- To plan, mark and monitor set homework or other out-of-class work to sustain student progress and to extend and consolidate their learning
- Know how to use skills in literacy, numeracy and ICT, including digital learning to support teaching and wider professional activities
- To establish a clear framework for class discipline in line with Academy policy to manage students' behaviour constructively and promote self-control and independence
- Know how to identify and support young people whose progress and development of well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for special support
- To contribute to the preparation of education plans, progress files and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate as appropriate, with parents of students and with personal or bodies outside the academy concerned with the welfare of individual students, after consultation with the appropriate staff according to the Academy's Policy
- To actively involve student voice in the production of self-evaluation and the development of the curriculum area
- Effectively lead, manage and deploy teaching staff, financial and physical resources to support the designated curriculum area in accordance with Trust procedures
- To provide feedback to middle leaders and their teams, modelling best practice, recognising good practice and supporting growth and development
- Participate in coaching and mentoring programmes to support colleagues and develop own practice
Ensure the effective deployment of staff, liaising with the cover supervisor to ensure absence cover is arranged
- Model best practice, demonstrating teaching skills and leadership qualities necessary to support
- To contribute to PSHE activities according to academy policy
- To be a form tutor to as assigned group of students
- To liaise with the pastoral team and Achievement Directors to ensure the implementation of the academy's pastoral system
- To register students accurately, accompany and supervise them in assemblies and worship activities and encourage their full attendance at all lessons and their participation in other aspects of academy life
- To support the academy's extra-curricular offer
- To carry out supervisory duties in accordance with published schedules

Abbey MAT responsibilities

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures



- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.

People Profile:

Aptitudes, qualities and values:	Essential	Desirable
Willingness to make a positive contribution to the wider life of the academy and community	✓	
An inspirational teacher, passionate about teaching and learning with the ability to inspire, challenge and motivate students	✓	
An ethical, authentic and effective leader	✓	
Ability to work flexibly and collaboratively as part of a team as well as on own	✓	
Possess personal integrity, warmth and a sense of humour	✓	
Learns continuously and effectively adapts behaviour in response to feedback; able to evaluate own performance and focus development accordingly	✓	
An effective communicator, influencer and negotiator	✓	
Commitment to promoting an open, fair and equitable culture, managing conflict where necessary	✓	
Prioritise, plan and organise self and others	✓	
Logical, methodical with a meticulous eye for detail	✓	
A commitment to our mission and values demonstrated by current practice	✓	
Support the Christian ethos of Abbey Multi Academy Trust	✓	
Qualifications, knowledge, skills and experience:	Essential	Desirable
Qualified teacher status for England (or equivalent)	✓	
Relevant degree (or equivalent)	✓	
Experience of monitoring classroom performance across school/academy	✓	
Successful experience in leading and managing change and innovation		✓
Successful involvement in self-evaluation processes and data analysis as an aid in personal and school improvement, development and change		
Significant, substantial and successful experience in a post of responsibility within a school/academy	✓	
Ability to lead, motivate and develop staff and students to work independently and in teams towards a common goal	✓	
Experience of managing or monitoring budgets	✓	
Evidence of high expectations which inspire, motivate and challenge every student	✓	
Excellent interpersonal, written and oral communication skills	✓	
Consistently good or outstanding teacher	✓	

Evidence of track record of results that exceed expectations	✓	
In-depth subject and curriculum knowledge	✓	
Experience of effective behaviour management to ensure and foster a safe, engaging, enjoyable and outstanding climate for learning	✓	
Awareness of the need to safeguard students' wellbeing, in accordance with statutory provisions and policies	✓	
Awareness and understanding of the wider educational context and national accountability frameworks	✓	
Knowledge of/involvement in educational research on teaching and learning		✓
Confident in the use of ICT to support learning	✓	
Successful working relationships with students, staff, parents/carers	✓	
Experience of pastoral/tutor role		✓
Experience of cross curricular initiatives/projects or whole school developments		✓
Safeguarding and promoting the welfare of students:	Essential	Desirable
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

Our Trust mission:

In partnership to Educate, Nurture and Empower

Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our pupils and colleagues are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

www.abbeymat.co.uk

