

## Job Description

**Job Title:** Assistant Curriculum Area Leader - English (English)

**Accountable to:** Curriculum Area Leader (English)

### Core Purpose:

You will have responsibility for the teaching of the subject of English to reflect Trust, Aston University Engineering Academy (AUEA) and local and national priorities and which personalises learning for all students and ensures rigorous and continuous monitoring and evaluation of the effectiveness of students' outcomes. Your teaching will ensure that English learning is exciting and engaging and delivered in partnership with Aston University and our significant industry partners so that our young people are motivated to strive for excellence.

### Leadership Purpose

You will have a central responsibility in supporting the CAL in leading and directing the learning and operational management of the English Curriculum Area, to reflect both Academy and local and national priorities and to personalise routes for all learners and ensure rigorous and continuous monitoring and evaluation of the effectiveness of curriculum provision. Your leadership will ensure that learning is exciting and engaging and delivered in partnership with Aston University and our significant industry partners so that our young people are motivated to strive for excellence.

### Key Responsibilities:

#### Responsibility for raising the standards of all the students you teach in the subject of English:

- To be responsible for the teaching of relevant teaching material within English.
- To contribute to the ongoing development of appropriate syllabuses, materials and schemes of work.
- To be responsible for managing the resources in the teaching rooms to which you are deployed.
- To be a tutor, when assigned, and to be responsible for carrying out the duties as set down in the generic tutor job description.
- To be responsible for carrying out a fair share of supervisory duties and cover for absent colleagues.
- To be responsible for following English Curriculum Area and AUEA policy on matters such as lesson preparation, schemes of work, marking, record keeping and homework and quality assurance.
- To be responsible for organising a disciplined working environment in which students can achieve their maximum potential.
- To participate in appropriate meetings as necessary within the Academy.

#### Responsibility for educational progress for all your students in the subject of English:

- To be responsible for monitoring students progress in your English groups by academic tracking and data analysis.

- To be responsible for reporting to and liaising with the Curriculum Area Leader for Communications, teaching/support staff, Aston University staff and students, industrial partners, and parents/carers.
- To ensure a culture and ethos of challenge and support in your teaching where all students can achieve success and become engaged in their own learning.
- To demonstrate and articulate high expectations and set stretching targets in English.

**With the Curriculum Area Leader for Communications to be responsible and accountable for leading, managing and developing the English Curriculum Area:**

- With CAL Communications to be responsible for and to lead the team of teachers in the English Curriculum Area ensuring that they have the opportunity for appropriate professional development, including the delegation of responsibility to them when appropriate.
- With CAL Communications to be responsible for providing high quality challenge and leadership through mentoring and coaching to all English teachers to ensure that learning and teaching, curriculum resourcing and Assessment Reporting and Recording are outstanding.
- With CAL Communications to be responsible for curriculum planning within English ensuring it meets any statutory requirements.
- With CAL Communications to be responsible for learning and teaching, resources, equipment and the classroom management deployed in English Curriculum Area.
- With CAL Communications to be responsible for organising a disciplined working environment in English and to act as an interface between the department and the College teams.
- With CAL Communications to be responsible for the examinations, internal and external, of all students in liaison with the Academy Examination Officer.
- With CAL Communications to be responsible for writing the English development plan and setting targets as required.
- With CAL Communications to liaise with, guide and lead teachers in the collection and collation of information and data to evaluate the quality of provision and identify the underachievement of individuals and groups of students.
- With CAL Communications to be responsible for the promotion of English at Key Stage 4 and 5 through the identification and organisation of enhancement opportunities and at academy events such as open evenings.

**Additional responsibilities:**

- To attend appropriate INSET to enhance subject knowledge, awareness of curriculum developments, classroom management skills etc, and whenever appropriate, share new knowledge and experiences with colleagues.
- To contribute to the enrichment curriculum.
- Undertake any other reasonable duties and responsibilities as requested by the Principal commensurate to your scale.