

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Assistant Director for Learning (English)	Location	Weavers Academy
Salary	MPS - UPS £34,069 - £52,835 & TLR2c (£8,611)	Hours	32.5 hours, 52 weeks.
Department	English	Reports To	Director of English

JOB PURPOSE:
To provide support in raising standards in English. To deputise for the Director of Learning as required.

KEY RESPONSIBILITIES AND DUTIES:
Strategic Direction and Development - Promote and uphold the values and ethos of Creative Education Trust in the school, such that the highest achievements are expected from all members of the school community. - Contribute to the development of an established and successful team. - Successful implementation of English concepts. Teaching and Learning - Provide outstanding teaching which exemplifies best practice and sets the standard for the English department. - Support the development, refinement, and embedding of high-impact pedagogical approaches specific to English disciplines. - Monitor, evaluate, and review classroom practice; celebrate and promote excellence, challenge under-performance at all levels, and ensure appropriate action is taken in accordance with policies and procedures. - Coach, mentor, and support colleagues at all career stages, including ECTs, trainees, new staff, and colleagues requiring additional development. - Deliver model lessons, team-teach where appropriate, and facilitate lesson study, moderation, or collaborative planning. - Support teachers in developing adaptive teaching strategies to meet the needs of SEND, EAL, Pupil Premium, MAP and LAP learners. - Promote strong disciplinary literacy, extended writing, textual analysis, and structured argument within English. - Champion effective assessment practices so students know more and remember more over time. - Reinforce and develop a positive climate for learning with high expectations of all. - Teach high-quality lessons across appropriate key stages. - Plan and deliver lessons that challenge, engage, and inspire learners. - Mark, assess, and provide feedback in line with departmental expectations. - Communicate effectively with parents/carers and maintain accurate student records. - Uphold safeguarding responsibilities and act promptly on concerns. Leadership

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- Support the Director of English to establish and realise the vision of the department through planning, evaluation, and refining.
- Support the Director of English in departmental self-evaluation, action planning, and improvement cycles.
- Contribute to the refinement and enhancement of the English curriculum in line with Creative Education Trust and Weavers Academy curriculum intent.
- Ensure schemes of learning, assessments, and resources are coherent, knowledge rich, and sequenced effectively.
- Monitor curriculum implementation through learning walks, work scrutiny, student voice, and analysis of performance data. Provide clear, developmental feedback and follow-up coaching to secure improvement.
- Support the development of consistent approaches to retrieval practice, homework, extended writing, and independent study.
- Support alignment and transition across the Key Stages.
- Ensure curriculum planning reflects diversity, cultural capital, and disciplinary scholarship.
- Actively contribute to CPD and training both within the department and whole school.

Data, Assessment, and Intervention

- Support staff in using assessment data (including DCP cycles) to identify misconceptions and gaps in learning.
- Analyse student performance data to evaluate strengths, areas for improvement, and patterns across groups.
- Support the design, delivery, and evaluation of targeted English interventions.
- Liaise with other stakeholders to ensure appropriate access arrangements and support strategies are in place.

Professional Development and Staff Support

- Lead and/or contribute to departmental CPD as appropriate and contribute to whole-school CPD on teaching and learning.
- Lead and/or contribute to CPD on curriculum design, assessment, modelling, feedback, disciplinary literacy, and extended writing.
- Promote a culture of continuous improvement, professional reflection, and high expectations.

Wider Leadership Responsibilities

- Contribute to the strategic vision and direction of the English department.
- Support the operational effectiveness of the department, including resourcing and organisation.
- Lead or support English enrichment opportunities, trips, and extra-curricular activities.
- Represent the English department in meetings, Trust networks, and best practice sharing forums.
- Promote and uphold the Academy's ethos, values, and expectations for behaviour, attendance, and engagement.

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JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	• Qualified Teacher Status with a track record of achieving good outcomes for students. • Degree relevant to the subject. • Evidence of ongoing professional development.	• Masters, NPQ Qualification or equivalent.
EXPERIENCE	• Proven track record of outstanding English teaching. • Experience of curriculum development and assessment design. • Experience of analysing data to inform teaching and intervention. • Experience supporting or coaching colleagues.	• Experience leading whole-school or cross-department initiatives. • Experience teaching Media at KS5. • Experience of using Steplab. • Experience of teaching AQA. • Experience of Examining at AQA.
KNOWLEDGE AND UNDERSTANDING	• In-depth knowledge of English curriculum, pedagogy, and assessment. • Strong understanding of disciplinary literacy and extended writing. • Knowledge of strategies to support diverse learners. • Understanding of school improvement and raising attainment.	• Knowledge of research-informed teaching practices. • Knowledge of Media A Level and English Language and Literature curriculums. • Familiarity with Creative Education Trust curriculum approaches.
SKILLS AND PERSONAL ATTRIBUTES	• Excellent communication and interpersonal skills. • Ability to inspire confidence and trust in colleagues. • Strong organisational and analytical skills. • Ability to lead by example and model best practice. • Resilience, flexibility, and a positive professional attitude. • Commitment to collaboration and continuous improvement.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student.	

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	• Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.