



## Job Description

<b>Post</b>	<b>Assistant Director of Learning English</b>
<b>Department</b>	English
<b>Reporting to</b>	Director of Learning for English
<b>Liaising with</b>	Director Learning, Heads of Year, Teaching and Associate Staff, Students and Parent/Carers
<b>Salary/Grade</b>	MPS/UPS (TLR2 £5000)
<b>Start date</b>	September 2022

### **About Rugby Free Secondary School**

We are at the start of a very exciting journey and have worked extremely hard over the last year to create a culture of high expectations across the school, supported every step of the way by our Trust. This has been achieved through the development of strong and positive relationships with staff, students, parents and carers. Our reflective approach means we are always striving to improve in all we do and believe that mistakes are only an opportunity to learn.

Taking a broad holistic approach, we identify the barriers to learning that are likely to affect our students and work relentlessly to address them.

Our aim is for all students in our care to have the capacity to achieve their full potential and for our curriculum to nurture and develop each child's hidden talents throughout their time at RFSS.

It is an exciting time to be working part of the RFSS family and as part of our trust Learning Today, Leading Tomorrow. RFSS opened in 2016, we relocated to our brand-new purpose-built facility in February 2020 and secured 'Good' in our most recent Ofsted inspection (July, 2021).

The road hasn't been smooth, but it is a school committed to providing success for all its students and providing a workplace that supports its staff to ensure they are able to work to the best of their ability for our students every day.

You won't find teachers and staff anywhere else who are as committed to a school's purpose and supporting its success. Relationships are at the heart of RFSS and underpin our new core values and we are always looking for dedicated staff who share our ethos and demonstrate our values.

Please find below link to our website with the latest Ofsted report when we were graded as 'Good'.

<https://www.rugbyfreesecondary.co.uk/ofsted>

### **Our Values are:**

**Kindness** – The quality of friendliness, generosity, consideration, honesty

**Collaboration** – The belief that working and learning with others will lead to greater success

**Curiosity** – A strong desire to know and to learn

**Resilience** - The ability to recover quickly and learn from the difficulties we face

**Respect** - To appreciate the importance of understanding and admiration for others and self

**Endeavour** - The belief that hard work is needed to achieve something we can be proud of

## **Areas of responsibility and key tasks**

To oversee the curriculum, progress and enrichment programme for KS3 students within English.

- Check and monitor Key Stage 3 interventions
- Maintain documents and records
- Delegate and disseminate tasks to Key Stage 3 teaching team
- Check and monitor Key Stage 3 lessons
- Monitor and quality assure Key Stage 3 interventions, liaising with SENCOs
- Contribute to the school newsletter
- Feedback on student progress in interventions and in lessons
- Monitor homework setting and quality for Key Stage 3
- Plan and resource Key Stage 3 interventions, liaising with SENCOs
- Arrange and resource Key Stage 4 interventions
- Meet with Key Stage 3 teaching team to discuss curriculum and progress
- Quality Assure Key Stage 3 teaching and learning
- Quality Assure and review Key Stage 3 Implementation plans
- Complete Data Driven Analysis for Key Stage 3 assessment
- Quality Assure and review Key Stage 3 Implementation plans
- Complete whole school Data Driven Analysis for Key Stage 3 assessment
- Review curriculum intent and implementation plans for Key Stage 3
- Plan and review assessment for Key Stage 3
- Review Key Stage 2 SATs QLA to inform Key Stage 3 curriculum and intervention planning
- Plan and resource Key Stage 3 transition in English

## **Core duties as main scale teacher**

### **Teaching and Learning and Assessment**

- To undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher
- To teach English across the age and ability range
- To prepare students for external examinations and assessments as directed by the Director of Learning

### **Key Tasks**

- To prepare and deliver lessons according to school/departmental schemes of work
- To mark and assess students' work according to the school/departmental policies
- To attend and contribute to relevant meetings
- To play an active part in the long-term development of the Department
- To play a full part in the allocated Head of Year Team – including carrying out duties as a form tutor, if appropriate
- To play a full part in safeguarding students and contributing to their personal development and well-being

## **Safeguarding**

Rugby Free Secondary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this and the below commitments.

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of

the Designated Safeguarding Leaders.

- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all children to have the best outcomes
- Checking of visitor identification, especially at the point of school entry and the issuing of relevant safeguarding information.

#### **Generic Responsibilities of all Rugby Free Secondary School Staff**

- To continue personal development as agreed.
- To engage actively in the appraisal process.
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to adhere to the School's agreed Code of Conduct and set an example of personal integrity and professionalism
- Ensure all tasks are carried out with due regard to Health and Safety.
- To remain confidential at all times.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title

This job description does not form part of the contract of employment. The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm, and sense of humour to take us forward in this exciting curriculum area then please get in touch.

To arrange a visit to school or for an informal discussion with the Director of Learning, please call Vanessa Sorzano-Ince, LT2 Trust Administrator, on 01788 222060 or email; [vsorzano-ince@learningleading.org](mailto:vsorzano-ince@learningleading.org)

To apply, please use the;

- quick apply function on the TES website; <https://www.tes.com>

- or via <https://www.rugbyfreesecondary.co.uk/vacancies>

**Closing date for applications: Wednesday 25<sup>th</sup> May 2022**

**Interview date: Thursday 26<sup>th</sup> May 2022**

*Learning Today, Leading Tomorrow (LT2) is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. LT2 is always happy to receive speculative applications from excellent teachers and support staff.*

*The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. We reserve the right to withdraw this vacancy at any time.