

Job Description



**THE
HESSLE
ACADEMY**



THE CONSORTIUM
ACADEMY TRUST

Shaping Positive Futures

Assistant Head of Department – English Key Stage 3 (split KS TLR 2c)

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

About the role...

Main Purpose of the Job

To be responsible for Key Stage 3 in English. To play an active role in the leadership and management of that Key Stage to secure high levels of progress and to raise the standards of attainment for all students. To uphold the values of the Hessle Academy and the principles of ethical leadership in all interactions with colleagues, students and parents.

Core Accountabilities:

1. **Responsibility for standards of attainment and progress**
2. **Responsibility for strategic development**
3. **Responsibility for staff and staffing**
4. **Responsibility for student achievement and welfare**
5. **Responsibility for resources**

Key Tasks

1. **Responsibility for standards of attainment and progress**
 - a. Ensure that all students follow a well-planned and strategically intentioned curriculum for the Key Stage which challenges and inspires students to develop a thirst for learning
 - b. Support the Head of English to ensure that appropriate targets for student attainment and progress in the Key Stage are met in line with performance indicators (school and national)
 - c. Maintain accurate and comprehensive records of student progress in the Key Stage
 - d. Ensure that all available data is used in planning, assessment and teaching and learning in the Key Stage, to enable all student groups, including disadvantaged students, to achieve attainment and progress targets
 - e. Monitor, follow up and report on student progress as required by the Head of English
 - f. Analyse student data in order to identify issues and implement appropriate intervention where required
 - g. Report on student progress and provide the Head of English, for the Leadership Team and/or Local Governing Body, relevant information relating to performance in and development of the Key Stage and support by attending Progress Meetings as required
 - h. Play an active part in ensuring that assessment and examination procedures in the Key Stage are robust and follow agreed school policy
 - i. Contribute to the school procedures for quality assurance of teaching and learning, including the assessment and moderation of students' work
2. **Responsibility for strategic development of department**
 - a. Play an active role in communicating and embedding the agreed vision for English as determined by the Head of English
 - b. Engage in development opportunities and contribute to a high performing team
 - c. Lead Key Stage 3 in English
 - d. Contribute to the formulation of aspects of the English Improvement Plan related to the Key Stage to secure continuous improvement
 - e. Contribute to the development of a school-wide ethos that enables everyone to work collaboratively, celebrates success and accepts responsibility for outcomes
 - f. Play an active role in reviewing the curriculum at the Key Stage keeping abreast of school and national initiatives
 - g. Lead and make a significant contribution to designing schemes of learning and curriculum plans, to include appropriate differentiation for SEND and the most able students, for the Key Stage. Ensure all schemes of learning are reviewed and revised
 - h. Support the Head of English to ensure the integration of school policies into schemes of learning and

- monitor delivery by all staff
- i. Contribute to self-evaluation processes
- j. Undertake regular Monitoring and Evaluation, as directed by the Head of English, to ensure high standards of teaching and learning
- k. Be proactive in seeking out best practice internally, from within the Academy Trust as well as externally
- 3. Responsibility for department staff
 - a. Maintain personal expertise in English and share it with others
 - b. Act as a role model of good classroom practice for other teachers by being effective and proactive in implementing high quality teaching and learning
 - c. Maintain an up to date knowledge of educational research in the fields of teaching and learning and CPD, and use this to inform practice
 - d. Contribute to the whole school Teaching and Learning CPD programme
 - e. Improve standards in teaching and learning through the use of performance data in the Key Stage
 - f. Responsible for the day-to-day leadership and development of designated staff within English, as agreed with the Head of English
 - g. Assist with the efficient and effective deployment of staff and physical resources including timetabling and rooming
 - h. Support the coordination of the work of non-teachers within the curriculum area including Cover Supervisors
 - i. Participate in the staff recruitment process and to ensure effective induction of new staff in line with school procedures
 - j. Effectively support the subject's involvement in teacher training programmes and/or coaching in school
 - k. Have full consideration for staff well-being and developing morale
- 4. Responsibility for students in the department
 - a. Provide for the learning needs of all students in the Key Stage through appropriate differentiation, stretch and challenge in all lessons
 - b. Liaise with Learning Support through the SENCO to ensure Teaching Assistants are deployed and used efficiently
 - c. Maintain a safe and productive learning environment for all students, dealing with discipline issues that occur by following and actively supporting the school's Behaviour and Rewards policy
 - d. Seek opportunities to develop the behaviour management skills of the staff
 - e. Instil a sense of pride, worth and achievement
- 5. Responsibility for resources in the department
 - a. Work collaboratively with the Head of English and other members of the team to monitor use of teaching areas to ensure an effective and stimulating environment is maintained.
 - b. Assist in the management of curriculum area budgets as required.
 - c. Collaborate with other schools and other organisations for purposes of subject improvement
 - d. Lead the development of effective subject links with partner schools and the community; attending, where necessary, liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
 - e. Contribute to the school Health and Safety File as appropriate.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Core Purpose of a Teacher

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

As a member of the Trust

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Contribute to systems of evaluation and performance of the organisation positively

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

Signed		Date	
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Person Specification

Teacher



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About you...		
This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:		
Qualifications/Training	Essential	Degree/Equivalent in relevant subject/key stage QTS status Commitment to continue own personal development
Experience/Knowledge/Skills	Essential	Effective experience as teacher or trainee teacher Good understanding of the National Curriculum and recent changes Good understanding of curriculum developments Excellent subject knowledge Potential to contribute to the development of courses Excellent behaviour management skills Experience of assessment and students' progress Experience in the role of form tutor
	Desirable	Experience of assessment of learners progress Effective experience as a leader Ability to teach across the key stages Excellent ICT skills Experience of working with students with learning difficulties/disabilities Experience of use of English through business, research or industry
Values/Personal Competencies		Committed to the values and vision of the Trust The desire to convey interest in subject to young people Excellent interpersonal skills; energy and enthusiasm Self-motivation Organisational and time management skills Ability to question Flexibility and adaptability Ability to effectively evaluate own performance Team focused with the ability to work independently and take initiative Committed to equality, diversity and inclusion Strong morals, ethics and sound judgement.