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**Generic Job Description**

South Craven School is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment.

At South Craven School we are committed to a high quality induction programme for all staff including NQTs: however, staff transferring from other schools or local authorities will have their accrued benefits fully protected.

*This job description should be discussed and any amendments made annually via the Bluesky System as part of the appraisal process.*

Post: Assistant Head of English

Postholder:

Grade: + TLR 2:1

Contract type: Permanent

Working hours: Full Time

Reporting to: Director of Curriculum/Director of Learning & Achievement/Head of Faculty

**Main Purpose of the Role:**

* A clear understanding and responsibility for the safeguarding of students and young people.
* To provide curriculum leadership to the designated curriculum area.
* To maintain and build upon the standards achieved in the award for QTS (secondary), Teacher Standards 2012 as set out by the Secretary of State and South Craven School Threshold Standards.
* To promote effective learning, appropriate achievement and educational, social and personal progress of all students for whom the teacher is designated as being responsible, consistent with the aims of the school and the unique needs of each individual.
* To develop and enhance your own teaching practice.
* To assist the Director of Curriculum and other Senior Leaders to ensure the provision of a balanced and relevant curriculum for students studying in the subject area, in accordance with the aims of the school
* To work within the agreed policies and procedures of the school and its Governing Body.
* To work to the standards set out in the National Teachers’ Standards.
* Perform tasks delegated by the appropriate Director of Curriculum.
* Support the pastoral team in their work and perform tasks delegated by the appropriate Director of Learning & Achievement.

# Take specific responsibility and accountability for the day to day management and organisation of your TLR responsibility area

* Have an impact on educational progress beyond your assigned students
* Line manage and appraise identified staff
* Ensure that selected groups of students in school have the right skills and knowledge to progress towards appropriate aspirations at 16-18.

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| **Main Responsibilities:** |
| **Leadership and Management** |
| To take the lead within the faculty management team for the responsibility area. |
| Establish and lead the strategic development of the responsibility area consistent with the agreed aims and policies of the school. |
| To lead the overall development of the curriculum, schemes of work and schemes of assessment in the area in line with school policies and expectations and so that all expectations of awarding bodies are met. |
| Plan and be accountable for the effective deployment of allocated resources. To secure high quality learning experiences and advise senior managers where appropriate. |
| To lead, manage and support the staff team to sustain motivation and commitment to high standards of learning and care. |
| To track students’ progress effectively and to plan and deliver interventions where under-performance is identified. |
| Be an effective role model for your team in terms of teaching, behaviour and classroom management |
| Be a proactive and effective member of the senior/middle leadership team |
| **Teaching and Learning** |
| To plan, prepare and teach lessons to students according to their educational needs, by providing high quality lessons that engage students. |
| To develop and share a range of stimulating and relevant lessons appropriate to the needs of the students, which helps to fulfil the aims of South Craven School. |
| To develop students’ literacy, numeracy, ICT capability and other key skills such as those of working with others, planning their own learning and problem solving. In particular, to help students become confident and independent learners. |
| To inspire in student a love for learning by acting as a role model and showing enthusiasm for the subject. |
| To ensure continuity, progression and cohesiveness in all teaching. |
| To use a variety of methods and approaches to match curricular objectives with the range of individual student needs, and ensure equal opportunity for all students. |
| To set home learning work regularly (in accordance with the school homework policy), to consolidate and extend learning and to encourage students to take responsibility for their own learning. |
| To set high standards and expectations for all students, to enhance their knowledge and understanding and to maximise their achievements. |
| To use positive management of behaviour in an environment of mutual respect, which allows students to feel safe and secure in order to promote their own self-esteem. |
| To engage in development and training offered or organised by South Craven School including participating in performance reviews and appraisal arrangements. |
| To keep up to date with developments in teaching methods and to constantly seek to improve their quality of teaching. |
| To liaise with the Head of Faculty in all matters concerning student achievement and to monitor and actively follow up students’ progress. |
| Provide information, advice and guidance to students at key points throughout their school life. |
| **Monitoring, Assessment, Recording, Reporting & Accountability** |
| Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and student progress through the analysis of data, ensuring the use of information for planning and target setting across your TLR area |
| Monitor standards including recorded work as relevant to your TLR area across the school including reviewing long and medium term planning |
| To be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge. |
| To be familiar and comply with school and statutory assessment and reporting procedures; to prepare and present informative, helpful and accurate reports to parents; to attend student progress monitoring events. |
| **Professional Standards & Development** |
| To adhere to all matters concerning health and safety and the School’s Code of Conduct. |
| To have a clear understanding of all the school’s policies and procedures. |
| Implement school policy with regards to registration, student absence, uniform and enforce rules relating to behaviour and health and safety. |
| To strive for personal and professional development through active involvement in the School’s Performance Management Appraisal procedures. |
| Willingness to be involved in extra-curricular activities such as making a contribution to after-school clubs and visits. |
| To maintain a working knowledge and understanding of teachers’ professional duties as set out in the current School Teachers’ Pay and Conditions document and teachers’ legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children. |
| To undertake any reasonable task as directed by the Faculty Leader. |
| To be aware of the role of the Governing Body of the School and to support it in performing its duties. |
| Every subject teacher will be expected to have pastoral responsibilities. |
| **Staff Development** |
| Act as a reviewer with the arrangements for the appraisal of all identified staff |
| Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach |
| Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork |
| Ensure your keep up to date with current developments in your TLR area and disseminate information as appropriate |
| **Community** |
| Contribute to supporting the Director of Curriculum in maintaining the school’s values and ethos. To provide support to ensure that this happens in the subject area and across the school when on duty. |
| **General** |
| To act as a professional and positive ambassador for South Craven School in order to support the schools values and aims. |
| To actively promote the School’s Equal Opportunities, Health and Safety, Data protection policies and to ensure that the School operates effectively, fairly and in line with legislative requirements at all times. |

**South Craven School reserve the right to amend this document as necessary, after consultation with the individual concerned in order to reflect changes in organisational requirements and to ensure that the future goals of the school are successfully achieved.**

**Please also note that it is the individual’s responsibility to make sure that their job description is accurate and up to date.**

**South Craven School is committed to developing the skills of its people. If you have any query about you own personal development, please speak to your line manager**