

**JOB DESCRIPTION**

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| **Job Title:** | **Assistant Headteacher (English)** |
| **Grade:** | **L11-15** |
| **Contractual Hours:** | **Full Time** |
| **Reports to:** | **Deputy Headteacher** |
| **Responsible for (staff):** | **Middle Leaders / Teaching Staff** |

**Job Purpose**

* To be responsible for the development of English within the school, and the continued improvements in outcomes for students.
* To share responsibility for the school’s strategic direction and operational effectiveness, and be responsible for embedding this within English, as well as quality assuring this in other curriculum areas.
* To develop, and successfully embed, an evidence-informed innovative and inspirational curriculum in English.
* To inspire staff and students in English through visionary, passionate and creative approaches to teaching English.
* To create further distributed leadership capacity within the English department and to develop the practice of all staff within.
* To ensure the curriculum in English is well sequenced, with carefully interwoven and purposeful assessment at all key stages that prepares students for the next steps and stages in their educational career.
* To have strategic oversight of the development and implementation the whole school literacy and reading strategy.
* To oversee the academic and social development of all students, particularly within English.
* To oversee key whole-school strategic responsibilities, which are to be defined based on the strengths and experience of the candidate.
* To ensure that gaps between key groups of students, such as those with SEND, are closed with their peers.
* To lead by example as a member of the school’s Senior Leadership Team.

**Principal Responsibilities**

* To effectively manage and deploy Middle Leaders, Teaching staff, Support staff, financial and physical resources within the department to support the designated curriculum portfolio.
* To oversee the whole-school literacy lead and their implementation of an effective whole school literacy strategy.
* To ensure the English curriculum is purposefully planned and sequenced with the highest quality pedagogy within the classroom.
* To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies within English.
* Supporting staff in the department in managing and maintaining the highest quality evidence-informed pedagogy.
* Producing regular reports for other Senior Leaders and Governors in relation to performance in English, and whole-school strategies for literacy and teaching and learning.
* Producing regular reports for other Senior Leaders and Governors in relation to other strategic responsibilities.
* To collaborate as part of the Senior Leadership Team in improving Quality of Education and students’ outcomes across the school.
* To take contribute to and take responsibility for key areas in the School Development Plan.
* To take on school day and extra-curricular duties, such as lunch supervision and detentions, as a member of the Senior Leadership Team.
* To monitor the effectiveness of a personalised curriculum for students in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher.
* To develop and lead the effective operation of quality control systems and to monitor and evaluate English in line with agreed School procedures, including evaluation against quality standards and performance criteria.
* To be accountable for performance of all students within English.
* To embed high standards of behaviour for learning in every student across the school in order to secure continuous improvement in achievement and attainment.
* To identify, communicate, plan and action priority areas for improvement in English and other whole-school responsibilities.
* To implement strategies for raising student achievement.
* To identify trends and oversee strategic interventions as appropriate to bring about positive change.
* To assist in the production of reports and reporting to parents
* To oversee examination entries within English.
* To regularly use internal and national performance data to identify students at risk and to initiate and implement early intervention strategies in English.
* To track student progress and evaluate the impact of actions taken to improve the quality of provision.
* To lead the development of effective subject links with partner and feeder schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of English at Open Days/Evenings and other events.
* To ensure that Health and Safety policies and practices, including risk assessments, throughout the curricular area are in-line with national requirements and are updated where necessary, therefore liaising with the school’s Health and Safety Manager.
* To lead the Performance Development process within English and oversee this within other curriculum areas as per management responsibilities.

**Teaching and Learning**

* Use a variety of evidence-informed learning and teaching strategies to deliver innovative lessons to all students ensuring pace and challenge are maintained.
* Plan lessons and extended learning opportunities in line with Schemes for Learning
* Ensure the curriculum sequence and the defined knowledge and skills within are explicitly taught, practiced and communicated to every learner in line with school policy.
* To make reasonable adjustments, taking into account individual learner needs.
* Make use of extended learning opportunities for use outside of school lessons.
* Utilise, effectively, Learning Support staff in lessons and specialist support staff outside of lessons.
* Participate in and collaboratively lead on the school’s Staff Development and Quality Assurance Programme and its agreed framework.
* Provide a positive and professional learning climate within lessons to promote a meaningful staff – student relationship and interaction.
* Adhere to the School’s Behaviour Policy and ensure implementation in everyday life at the school.
* Regularly evaluate the progress of students in relation to their prior attainment and use data to inform teaching and learning.
* Mark work in accordance with the school’s Marking and Feedback Policy providing both formative and summative feedback.
* Provide opportunities for feedback for learning and DIRT in lessons, which focuses on feeding forwards to further develop specific knowledge and skills.
* To take responsibility for individual professional development and use the outcome to improve learning and teaching.
* To demonstrate a thorough and up-to-date knowledge of learning and teaching taking into account wider curriculum developments, which are relevant to your work, e.g. National and Department for Education initiatives.
* To be aware of the School’s Anti-bullying and Safeguarding Policy and responsibilities and support students as necessary
* To maintain good order and behaviour for learning among students, with particular regard to Health and Safety, both on the school premises and when engaged in authorised activities elsewhere.

**School Responsibilities**

* The Angmering School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
* To pursue and promote the achievement and integration of diversity, equality of opportunity and equitable practices throughout the School’s activities.
* To plan, monitor and review health and safety within areas of personal control.
* To participate in the school’s Appraisal process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
* To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
* To take on additional responsibilities that are commensurate with the level of the role at the request of the Headteacher.

**Additional Notes**

This job profile recognises the demands of current Pay and Conditions regulations including “Conditions of Employment of Teachers other than Head Teachers”. It also reflects the policies established by the Governors of the Angmering School.