

Job Description
Post: Associate Assistant Headteacher – Head of English
Responsible to: Senior Vice Principal

Job Purpose

The main purpose of this post is to assist the Principal in the strategic and operational leadership of the school. The Associate Assistant Principal will be an inspiring and transformational leader responsible for leading the English Faculty, as part of this work they will:

- Develop a vision and to set a direction for your subject and its contribution to the learning experience of all students.
- Build a subject team that delivers high quality teaching and learning and that collectively raises standards including levels of engagement, aspiration and attainment.
- Ensure that Academy policies are fully developed, communicated, implemented, monitored and evaluated.

Responsibilities – Senior Leader

- Be a constant presence and a visible leader around the school and be persistent and insistent in the pursuit of high standards for students and staff and to support all
- issues and practices
- Monitor and evaluate the quality of teaching and learning across the school and devise and implement strategies for improvement as appropriate
- Promote and support high standards of behaviour, attendance and punctuality across the school
- Ensure that all students in the school are appropriately safeguarded
- Ensure the implementation of whole school policies and engage in regular monitoring and evaluation of school policies
- Build and maintain effective relationships with staff and gain their credibility
- Attend and contribute to weekly SLT meetings
- Carry out all duties/responsibilities of the SLT to the highest of standards

Responsibilities – Head of English

- To set high expectations for standards of teaching and learning and to model excellent practice.
- To ensure the consistent application of whole school teaching and learning policies and practices across your team.
- To lead the subject knowledge and pedagogy development of your team.
- To promote the building and sharing of good practice across your team.
- To ensure that all teachers continue to develop their classroom practice.
- To lead the ongoing development, resourcing and evaluation of the English Curriculum.
- To monitor and evaluate standards of teaching and learning through classroom observation, sampling students' work and student feedback.
- To monitor and evaluate standards of attainment through the analysis of performance data.
- To contribute to regular school and department self-evaluation.
- To ensure the efficient and effective deployment of staff and resources.

- To create a stimulating learning environment across your subject area that promotes its identity and its contribution to the whole academy curriculum.
- To create, implement and regularly update your faculty improvement plan.
- To develop effective departmental policies and ensure they are consistently implemented.
- To keep up to date with current research and use this to inform practice across your department.
- To keep abreast of national developments in your subject area and apply them where relevant.

Links

- To regularly report to your senior line manager.
- To build and maintain an effective team of staff.
- To ensure your team is kept fully informed and have the information they need.
- To provide subject information and an additional link with parents and others in relation to work in your subject area.
- To support and supervise all the members of your subject team and ensure their ongoing professional development via effective training and performance management.
- To support and supervise support staff based wholly or mainly in your area.
- To ensure effective induction for new staff and support for trainees.

Person Specification

The successful candidate will have demonstrated the following in their application / interview:

- A genuine passion for education and a deep commitment to improving the life chances of every student.
- A willingness to work hard with a commitment to ensuring that our English department delivers outcomes for our students significantly above the national average.
- Excellent organisational ability with a relentless focus on high standards and an eye for detail.
- The ability to be solution focused and never give up.
- Commitment to being a team player.
- A passion for their subject and excellent understanding of subject pedagogy and the curriculum in their subject.
- A commitment to maintaining and further developing the school's ethos of diversity, inclusivity, and equality of opportunity.
- Evidence of excellent student attainment.
- Have evidence of supporting or training other colleagues and of working with students beyond those that they teach.
- Successful experience as a middle leader with a proven record of achievement.

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.